



JOB DESCRIPTION FOR COMMUNITY LIBRARY ASSOCIATION (CLA)

Gold Mine Thrift Triage Aficionado

FLSA Non-Exempt Position
Part-time hourly to Full-time hourly position
Reports to the Gold Mine Managing Director

JOB SUMMARY

The Gold Mine retail stores will be recognized as vibrant and eclectic stores for fashion, books, housewares, electronics, sports gear, children's wear, music, shoes, furniture, artwork, and a host of all things "Sun Valley." The Gold Mine retail stores shall maximize their profit contribution to the Community Library in support of all that it does for the community.

The Gold Mine Thrift Triage Aficionado oversees the initial triage of all incoming donated items. This individual must quickly and effectively assess incoming items and segregate them into core streams for further processing. Additional donation categories may also be assigned to this individual. The primary objective is to maximize the sales generated from these items as part of the Gold Mine family in delivering outstanding customer service.

JOB DUTIES AND RESPONSIBILITIES

The Triage Aficionado oversees the initial triage of all items and is the primary donor point-of-contact. This is a part-time employee, who is a key member of the overall Gold Mine team that processes a wide array of donated items. The work requires quick and decisive judgment, strong initiative, and impeccable customer service skills. Work is supervised and evaluated by the Gold Mine Managing Director through supervisory conferences, observation of work procedures, and annual performance evaluations.

ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Segregating, quickly, effectively and safely, incoming donations into core processing streams:
 1. Trash
 2. Deseret
 3. Soft goods or clothing
 4. Housewares
 5. Reference
 6. Off-season
 7. Sports
 8. Electronics
- Researching and pricing specific item categories, as assigned.
- Organizing the merchandise displays on the patio and/or in the back furniture area.
- Moving loads of up to 45 lbs.
- Providing feedback on processing to help maximize safety and efficiency.
- Providing assistance with major sales and during the high sale seasons.
- Providing impeccable customer service.
- Assisting with the organization, testing and pricing of various electronics
- Assisting with the activities of Gold Mine volunteers.
- Assisting with donor donations and related recordkeeping.
- Adhering to the expectations of behavior for all Gold Mine staff members.

- Adhering to all the policies and procedures of the GMC and GMT.
- Adhering to all the policies and procedures of the Community Library.

JOB REQUIREMENTS AND QUALIFICATIONS

- Successfully demonstrate ability to provide outstanding customer service.
- Successfully demonstrate ability to assess and segregate a substantial incoming stream of donations into respective processing sub-streams.
- Ability to quickly organize, research and price item categories as assigned (electronics).
- Successfully demonstrate ability to work collaboratively with others toward the overall success of the Gold Mine.
- Possess strong problem-solving and analytic skills.
- Be able to take initiative to address challenges.
- Be able to take direction and work with co-workers.
- Ability to multitask in a bustling work environment.
- Ability to work quickly and efficiently processing and pricing a wide array of items.
- Analytical, organizational, and time management skills including successfully demonstrated ability to work quickly, effectively and calmly under pressure.
- Work well with the public and remain courteous and cool in challenging situations.
- Ability to lift and move items about the store up to 45 lbs.

***To apply, please send a letter of intent and a resume to
goldmine@thecommunitylibrary.org***

The above job responsibilities describe the general nature and level of work. This is not intended to be an exhaustive list of all responsibilities and duties required of this position. The Managing Director of the Gold Mine may expand, modify, or revise these duties as appropriate.