



Vera French Community Mental Health Center
Employment Opportunity - Job Posting

Position: Rummage Closet Assistant
Location: Rummage Closet – Downtown Davenport
Hours: Part-time, 20.0 hours, variable schedule M-F between 8:30 a.m. & 3:30 p.m.

Position Summary:

Under direct supervision the Rummage Closet Assistant will work as needed to assist the Rummage Closet store staff in performing essential duties that focus on customer service while maintaining the overall appearance and cleanliness of the store that are necessary to operate the Rummage Closet on a daily basis.

Qualifications:

- High School Diploma or GED is preferred.
- Experience in a mental health and vocational rehabilitation environment a plus
- Some (12-24 months) retail experience preferred
- Enjoys working with general public
- Must be able to demonstrate excellent verbal and written communication skills.
- Must be organized and able to multi-task.
- Must have knowledge of Quad City area.
- A valid driver's license with a driving record that will allow insurability with Vera French CMHC insurance provider in order to drive Vera French vehicles and transport clients (omit if not needed for the position)
- Must be able to perform moderate to heavy lifting (50 – 100 lbs)

Position Functions: (general duties)

1. Operate cash register and accurately count back change to customers
2. Face inventory, organize merchandise and straighten store
3. Clean, sweep, vacuum, wash counter, clean restrooms, dust, empty trash, and clean & maintain loading dock area
4. Sort clothing and hangers, hang clothing, place clothing into current store inventory, with seasonal/holiday items placed in storage for later store stock
5. Sort incoming donations and place them into inventory
6. Organization, light repair and limited assembly of furniture and wall décor
7. Load furniture for delivery and unload truck upon return from donation pickups
8. Test electronic donations to assure proper function
9. To be courteous and dedicated to customer service which may include: carry out of items to customer's vehicle, delivery of items to customers residence, unloading donated items, and assistance to customers with finding items in the store
10. Other duties as assigned

Send cover letter and resume to
Carla Batchelor, Job-Link Manager
Vera French Community Mental Health Center,
1441 W. Central Park, Davenport, IA 52804
e-mail: joblink@verafrenchmhc.org .

Vera French CMHC is an Equal Opportunity Employer. Women and minorities are encouraged to apply.