



Helendale Community Services District

JOB ANNOUNCEMENT

Cashier/Stocker – 1 position

Part-Time Thrift Store Employment Opportunity

Not to exceed 1000 hours per year

OPEN UNTIL FILLED

Applicants may be on-call, seasonal or work approximately 20 hours a week up to a maximum of 1000 hours per year including weekdays and weekends as necessary. Actual hours assigned will vary depending upon the staffing needs of the Thrift Store. Typically hours of operation are 10:30 a.m. to 5:30 p.m. Monday through Saturday. Employees may be required to work 30 minutes prior to opening and up to 30 minutes after close of business.

Wage: Starting at \$16.90 per hour with automatic increases

The District pays employer's portion of Social Security, Medicare.

Final Filing Date: Open until filled

The District is an equal opportunity employer.

ABOUT THE CSD

The Helendale Community Services District (CSD), formed in December 2006, provides water, wastewater, solid waste management and Park & Recreation services for the Helendale area including the community of Silver Lakes. The Thrift Store is operated by the CSD as a recycling/repurposing center with proceeds helping to fund the Helendale Community Park and support park and recreation activities and the Senior Center.

HOW TO APPLY

Application may be downloaded from the District web site at www.helendalecsd.org or may also be obtained from the District office between the hours of 8:00 a.m. and 5:30 p.m. Applications must have original signatures. No faxed or emailed applications will be accepted. Applications may be sent to PO Box or dropped off in the office:

Helendale Community Services District
P.O. Box 359
26540 Vista Road, Ste B
Helendale, CA 92342

COMPLETING THE APPLICATION

Use only an official HCSD application form. A resume or additional information may be attached to the official application.

Incomplete applications will be rejected. Incomplete applications will be grounds for rejection and cannot be revised after submission. Resumes may be attached. **Do not put "see resume" on application in lieu of filling out the job application.** All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, or discharge from employment.

THE POSITION

The Helendale Community Services District is seeking applicants for one or more part-time positions. Assignments could include warehouse worker, general store associate, cashier or a combination of all three.

TYPICAL DUTIES FOR THRIFT STORE WORKER/CASHIER/WAREHOUSE:

Typical duties may include a variety of tasks typical with store operations including stocking, pricing, receiving material and operation of cash register and credit card machine. Pricing and sorting linens, bedding and clothing donations. Cashiering experience, warehousing or other applicable experience desired, but will train the right person. Applicant may be required to open and/or close the store and perform all responsibilities related to this duty.

MINIMUM QUALIFICATIONS

Must be 18 years of age or older with a High School Diploma or equivalent. Any combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. Applications

will be evaluated according to the essential functions of the job, and other needs of the position. Applicant must work well with teammates, be flexible, customer service oriented, enjoy the “gently used environment” of a thrift store.

Listed below are some typical skills, knowledge and ability:

Experience and Training:

- Previous related work experience that demonstrates the required knowledge, skills, and abilities.

Knowledge of:

- Excellent customer service principles
- Basic custodial cleaning methods
- General handy skills to include tightening screws on furniture items
- Safe work practices including use of gloves, cleaning agents, small tools, proper lifting techniques and safety-conscious placement of items in the sales area

Ability to:

- Operate a cash register, count change and end of day procedures
- Process, sort and stock donations
- Process paperwork as needed
- Apply common sense understanding to perform repetitive tasks
- Communicate effectively with coworkers, supervisors and members of the public verbally
- Use independent judgment in fairly routine situations such as performing daily tasks;

Physical Requirements:

- Frequently exert moderate physical effort in indoor/outdoor activities involving sitting, standing, walking, bending, stooping, reaching, and exerting sufficient force to lift, carry, push, pull or otherwise move objects weighing up to 50 pounds or more including but not limited to furniture, bags and boxes
- Ability to see and hear with sufficient acuity to successfully perform all aspects of the job.

TYPICAL WORKING CONDITIONS

Incumbents may be assigned to perform work in a variety of environments including store, warehouse or back lot. Exposure to seasonal heat and cold is expected. Daily assignments will vary based upon operational needs. Employee will spend majority of time on feet during the work day.

THE PROCESS

All applications received will be reviewed and evaluated according to the essential functions of the job, and other needs of the position. Initial screening will be done based on information submitted on the application. All applications will be kept on file for up to one year. Due to the potential volume of applications and the on-going nature of the recruitment you may not be notified if you are not selected for a position.

The District is an Equal Opportunity Employer and encourages all interested individuals to apply

Additional employment screening may include an oral interview. Selected candidates may receive a conditional offer of employment contingent upon the successful completion of the following:

- **DRUG TEST:** Receipt of a clear drug screening from the District's certified lab paid for by the District.
- **BACKGROUND CHECK:** A State of California/Department of Justice criminal background check.
- **PRE-EMPLOYMENT PHYSICAL:** The District may require a pre-employment physical paid for at the District's expense.

RIGHT TO WORK VERIFICATION

Documentation verifying candidate's legal right to work in the United States will be required and shall be presented upon hire.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS ANNOUNCEMENT MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.