Helendale Community Services District
JOB ANNOUNCEMENT
Part-Time Thrift Store Helper - WAREHOUSE
Not to exceed 1000 hr/yr
$9/Hour

Applicants may be on-call, seasonal or work up to 40 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 10:00 to 5:00 Monday through Saturday and Sunday from 10:30 to 5:00 p.m. Employees may be required to work 30 minutes prior to opening and up to 30 minutes after close of business.

Salary: Minimum wage.
Mandatory Pre-employment Drug Screening and physical
The District pays employer's portion of Social Security, Medicare and provides Workers Compensation Insurance. No other benefits included.
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 Community Center is owned by the Park and Recreation Department with all proceeds offsetting building maintenance; capital improvement; and park and recreation programs at the community 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:

> 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 the position of Part-Time Thrift Store Helper – Warehouse.

TYPICAL DUTIES
Typical duties may include a variety of tasks including receiving and sorting donations. Unloading and loading of furniture, boxes, bags and miscellaneous household items. Assisting with the local pick-up of donated items; loading items for customers, testing electrical items. Sorting and loading items in bins for recycling.

MINIMUM QUALIFICATIONS
Any equivalent 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 ways a person can obtain the required skills, knowledge and abilities:

Experience and Training:
None required.
Preference may be given to applicants possessing the following:
· Previous related work experience that demonstrates the knowledge, skills, and abilities.
Special Requirements:
· Must be 18 years of age or older with a High School Diploma or equivalent.
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, proper use of cleaning agents, use of small tools, proper lifting techniques and safety- conscious placement of items in the sales area.
Ability to:
· 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 twenty-five (25) 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
Work to be performed in a warehouse (inside) and receiving (outside) environment, subject to seasonal heat and cold. Work will take place both indoors and outdoors.

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 candidate(s) may receive a conditional offer of employment contingent upon the successful completion of any or all of the following:

- BACKGROUND CHECK: A State of California, Department of Justice criminal background check
- Clear drug screening
- Pre-employment physical

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.