

Adams State College
Off Campus Jobs

Work Study Job Description

Rainbows End Community Thrift Store Job Description

Rainbows End Mission Statement: Rainbow's End is a community thrift store providing earned income to La Puente Home through the resale of second-hand goods and carrying a secondary purpose of providing employment, employment training opportunities and outreach assistance to the homeless and community members in crisis.

La Puente Home is a nonprofit, community service organization providing emergency shelter, food assistance, transitional housing, self-sufficiency services, homeless prevention, community outreach service, and job readiness training for the homeless and community members in crisis.

Job Title: Thrift Store Sales Staff

Key Responsibilities and Duties:

- ❖ Quality control of all items donated to Rainbow's End. Set up and maintain a system for sorting, tagging, pricing, and display of donated items.
- ❖ Set up and maintain a schedule for all pick-ups of items donated.
- ❖ Set up and maintain a schedule of all items sold that need to be delivered.
- ❖ Daily routine store activities of cash register, receiving donations, outreach, store cleanup, etc.
- ❖ Supervise other Rainbow's End staff and volunteers; support co-workers who are participants in Job Readiness Training.
- ❖ Duties specific to one's talents or deemed necessary by manager.
- ❖ Provide public relations support for La Puente Home.

Operations: Work Study Students, Americorps Volunteers, and Employees are responsible for overall cleanliness, orderliness, maintenance and presentation of the store. Envision the direction of Rainbow's End and set goals and plans to achieve it.

Qualifications: The qualified applicant will be hard working, able to handle busy or stressful situations, open to learning new skills and able to follow and give direction. Have ability to handle money and maintain daily reports as assigned by manager. Maintain the high standard of ethics and moral values of La Puente Enterprises. Ability to lift 50+ pounds. Customer service skills.

Work Location: Rainbow's End is located in the heart of Alamosa at 510 Main St, and in Monte Vista at 154 Adams.

Training: Training will consist of up to 5 days supervised work, or more if required, and an orientation of La Puente programs.

Supervisor: Work Study Student, Americorps Volunteers, and Employees report to the Rainbows End Manager.

Benefits: Paid employees, volunteers, work study students benefit from the satisfaction of giving good service to the public. In addition, all work serves as a gift to the community because all profits from Rainbows End go to support the work of La Puente. Volunteers and Work Study placements will be considered for letters of recommendation for future endeavors.

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