



### **General Description**

Resource Center worker's responsibilities are to help maintain organization and cleanliness of product and building, process incoming and outgoing donations, and insure members understand shopping guidelines through following Best Practices and Policies currently in place.

### **Reporting**

Reports to GCCI President, VP and/or PR

### **Time Commitment**

One day per week

### **Key Responsibilities**

1. Open and close building
2. Follow Best Practices and Policies currently in place
3. Maintain cleanliness and organization of building and product
4. Process incoming and outgoing donations according to policies
5. Insure members know the do's and don'ts when shopping
6. Other duties as required.

### **Qualifications**

1. Effective customer service skills
2. Knowledge of GCCI policies and practices and ability to follow
3. Effective communication skills
4. Ability to do key responsibilities