Helendale Community Services District
JOB ANNOUNCEMENT

Part-Time Thrift Store Employment Opportunity
Not to exceed 1000 hours per year

This is a part-time, temporary-at-will position not to exceed 1,000 hours per fiscal year. Employees may work weekdays, weekends, holidays, seasonal assignments, and varying schedules based on operational needs. Hours may range from on-call status to approximately 40 hours per week during peak periods. Typical hours of operation are 11:00 a.m. to 5:00 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
The District pays employer's portion of Social Security, Medicare.
Final Filing date: Monday July 6th 2026
The District is an equal opportunity employer

ABOUT THE CSD

The Helendale Community Services District (CSD), 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 website 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.

DEFINITION

Under general supervision, performs a variety of retail, customer service, cashiering, donation processing, stocking, warehouse, and recycling-related duties in support of the Helendale Community Services District Thrift Store and Recycling Center; assists customers and donors; maintains a clean and organized sales floor and warehouse; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and assist customers and donors in a courteous and professional manner.
- Receive, sort, inspect, clean, price, and prepare donated merchandise for sale.
- Stock shelves, display merchandise, and maintain an organized sales floor.
- Operate cash registers, credit card terminals, and point-of-sale systems.
- Process customer transactions and accurately handle cash, and credit card payments.
- Balance cash drawer and complete end-of-day closing procedures.
- Open and/or close the thrift store and perform all duties associated with opening and closing operations.
- Assist with unloading, loading, moving, and transporting donated items, including furniture, appliances, boxes, and household goods.
- Assist customers with loading purchased merchandise.
- Test electrical items and inspect donated goods for safety and functionality.
- Sort recyclable materials and prepare items for recycling or disposal.

- Maintain cleanliness of the store, warehouse, donation receiving areas, and surrounding grounds.
- Perform minor furniture repairs and basic merchandise preparation.
- Utilize proper lifting techniques and safe work practices.
- Assist with local donation pickups as assigned.
- Complete basic records, logs, and paperwork related to daily operations.
- Work in store, warehouse, receiving, and outdoor environments as assigned.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent.
- Must be at least 18 years of age.
- Previous retail, customer service, cashiering, warehouse, recycling, or thrift store experience is desirable but not required.
- An equivalent combination of training and experience may be considered.

KNOWLEDGE OF

- Customer service principles and practices.
- Basic cash handling and cashiering procedures.
- Safe lifting techniques and workplace safety practices.
- Basic custodial and housekeeping methods.
- Use of common cleaning products and hand tools.
- General merchandising and inventory organization practices.
- Safe work practices including the use of gloves, cleaning agents, small tools, proper lifting techniques, and safety-conscious placement of items in the sales area.

ABILITY TO

- Work effectively with coworkers, supervisors, volunteers, and the public.
- Operate a cash register and accurately process transactions.
- Sort, stock, price, and display merchandise.
- Follow oral and written instructions.
- Exercise good judgment and initiative in routine situations.
- Communicate effectively both verbally and in writing.
- Work independently and as part of a team.
- Adapt to changing assignments and operational needs.
- Maintain a positive attitude in a customer-focused environment.

PHYSICAL REQUIREMENTS

- Frequently stand and walk for extended periods.
- Frequently bend, stoop, reach, twist, kneel, and climb.
- Frequently lift, carry, push, and pull items weighing up to 50 pounds.
- Safely move furniture, boxes, bags, appliances, and donated goods.

- Possess sufficient vision, hearing, and manual dexterity to perform essential job functions.

WORKING CONDITIONS

- Work is performed in a retail store, warehouse, donation receiving area, recycling area, and outdoors.
- Exposure to seasonal heat, cold, dust, and varying weather conditions.
- Daily assignments may vary based upon operational needs.
- Majority of workdays are spent standing and moving throughout the facility.

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.