



3047 Benner Pike, Bellefonte, PA 16823

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www.centrepeace.org

Position Title: General Associate
Hours: Tuesday & Thursday 10:00 am to 6:00 pm
Wednesday, Friday and Saturday 8:00 am to 4:00 pm
Reports to: Operations Manger
FLSA: Non-Exempt

Summary:

The General Associate plays a key role in supporting both truck and store operations wherever and whenever needed. This position requires day-to-day flexibility and a willingness to step in across multiple areas of the organization. Responsibilities include assisting with furniture loading and unloading, moving and staging furniture in the showroom, and providing hands-on support to ensure safe, efficient, and customer-friendly operations. The ideal candidate is adaptable, dependable, and comfortable working in a fast-paced, team-oriented environment.

Due to the nature of our work with currently incarcerated individuals, ideal candidates for this position cannot be on probation or parole. Candidates must hold a valid driver's license and be able to pass a background check and drug test.

Skills Required:

1. High School diploma or equivalent is required
2. Must be dependable and arrive on time for all scheduled shifts
3. Must be friendly, courteous and maintain a good attitude
4. Must be well groomed and presentable
5. Must be able to easily lift 75 pounds
6. The ability to work in a fast-paced environment

Responsibilities when assigned to the truck:

1. Assisting drivers to find delivery locations
2. Assisting with accurately identifying and marking matching items when picked up following company directives on marking items. This enables us to ensure our customers receive all matching pieces.
3. Assisting Driver to secure all products in vehicles to safely transport items back to the store location.
4. Assisting with loading and unloading of delivery vehicles.
5. Understand how to properly load and secure all loads in the CentrePeace truck. This includes properly marking pieces so that they don't get separated at the store.
6. Acquire a radio when returning to the store daily. Respond verbally to any communication calling for loading assistance.

Responsibilities when assigned to stay in the store:

1. Assist in the store where needed
2. Assisting customers with loading purchases
3. Cleaning, repairing, and restoring furniture to prepare it for the sales floor
4. Answering customer questions or directing them to Showroom Manager or Assistant Manager
5. Working behind the sales counter as support on non-delivery days
6. Other duties as assigned

Breaks and Meal Periods

Employees are scheduled to work eight-hour shifts. CentrePeace provides paid breaks and paid meal periods. Due to the nature of our business, you may occasionally be called away from your meal or break to assist in the showroom; you may return to your meal or break once the need has been addressed. If you prefer an uninterrupted meal period, or if you leave the property during your meal or break, you must clock out when you leave and clock back in upon your return, as you are not available to assist during that time.

Supervision and Attendance Notification

Immediate Supervisors

This position reports directly to:

- **Cliff Cagle**, Operations Manager
- **Kari Campbell**, Showroom Manager

Attendance Notifications

If you will be late or need to miss work due to illness, you must notify CentrePeace a minimum of one hour before your scheduled start time. All notifications are to be sent via group text message to:

- **Barbara Squires**, Executive Director – (814) 810-1542
- **Cliff Cagle**, Operations Manager – (814) 810-1723

Employees are expected to communicate promptly so appropriate coverage can be arranged and store operations remain uninterrupted.