



Sister Carmen Community Center

Job Description

Part-Time Retail Store Assistant

Job Reports To: Retail Store Supervisor or Retail Store Manager

Starting Salary: \$18.00/hour

Job Description Summary:

Responsible for receiving merchandise, handling cash transactions, and adhering to the Thrift Store policies – pricing, inventory sorting, recycling fees, recycling/salvage process, cash register procedures, and safety practices. Provide excellent customer service to customers and donors. Capable of working with a very diverse team of staff, volunteers, and community service workers.

Essential Functions:

(An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the functions which the employee may be expected to perform)

1. Greets customers and assists when needed.
2. Assists with merchandising, cleaning, and straightening the thrift store daily.
3. Accurately rings sales on the cash register, makes a proper change, offers receipts, and thanks customers for their business.
4. Supervises volunteers and community service workers to properly clean, stock, and merchandise items.
5. Assists customers and donors with loading and unloading of merchandise.
6. Assists with pricing items.
7. Builds and maintains a quality, effective working relationship with internal and external customers, as well as staff, volunteers, and community service workers.
8. Acts with customers and donors in mind and is dedicated to meeting their expectations.
9. Uses good interpersonal skills and treats everyone with dignity and respect.
10. Promotes and demonstrates teamwork and cooperation.
11. Open to and supportive of new ideas and process improvement of systems and procedures.
12. Assists with completing daily task lists in the store. Directs volunteers and community service workers to assist in the completion of these lists.

Retail Store Assistant

13. Understands and follows store theft prevention practices. Assists with loss prevention. Reports any suspicious behavior, or unauthorized possession/removal of SCCC property.
14. Brings items of interest to management to research value to ensure accurate pricing.
15. Immediately advises supervisor of significant and unexpected problems or maintenance issues.
16. Informs supervisor of needed supplies, additional trash, or salvage needed.
17. Observes safe work practices; demonstrate responsible use of SCCC Information Technology equipment and adheres to SCCC IT protocols.
18. Attends at least 80% of All Staff and In Service meetings.
19. Requests training on new tasks/departments when interested.
20. Other duties as needed or assigned.

Minimum Job Requirements/Competencies:

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May perform other duties as assigned. Regular attendance is an essential function. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High School Diploma or GED

Previous retail or customer service experience

Ability to interact with a diverse array of people

Previous cash handling experience

Excellent organizational and customer service skills

Must be able to work with a wide range of individuals and serve families from various economic, social, racial, linguistic, and cultural backgrounds.

Passionate about fostering understanding on how to build a more balanced organization and community for all stakeholders.

Shows commitment to valuing different perspectives and contributing to a respectful and supportive working and learning environment.

Be open minded to change and learning

Desired Qualifications

Fluency in Spanish

PHYSICAL DEMANDS: This position is very active, and requires frequent moving and being able to remain in a stationary position for a prolong period of time, Positions self to get the necessary work done. Frequently moving items that weigh more than 50 lbs with team assistance.

JOB TYPE: Part-Time, (Weekends Required)

Retail Store Assistant

WORK ENVIRONMENT: Retail store environment. Moderate Noise. Must be able to work weekends.

- Pet friendly
- Supports parents by allowing children to be at work with parents, when appropriate.
- Fun team environment!
- Supportive team environment and understanding of other's outside lives

Benefits:

Benefit eligibility is based on job type/status:

- Flexible Spending Account
- Paid Time Off
- 11 Paid Holidays plus additional Floating Holidays
- Retirement Plan
- Professional development assistance

For a complete list of our benefits please visit our website www.sistercarmen.org under employment.

Position will remain open until filled

To apply please send a resume and cover letter to marial@sistercarmen.org.

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