



Thrift Boutique

Sales Associate Job Description

Job Responsibilities:

- Must be flexible. (FT/PT options)
- Reports directly to Store Manager.
- Customer Service: Warm, welcoming support towards customers and employees on sales floor and donations.
- Cashier Responsibilities: Cover Cash register during shift, help equip new volunteers on the POS.
- Receive Donations: be able to accept/ process donations, help equip and train new staff/volunteers to do the same.
- Open/Close store: availability to come in prior to opening; some tasks can be done prior to the store opening.
- Answer Phones: Ability to answer business phone and handle calls.
- Online Sales: Some of our items are more beneficial for us to post online, knowledge on computers/media would be preferred.
- Pick Up and Deliveries: We offer pick up and drop off for furniture, ability to lift furniture and bags of clothes.

Other things to note:

-Our store hours are 10-6 Tuesday- Saturday, you would need to be available to work some Saturdays of each month. Schedule would be discussed in the interview process. Our goal is to open Mondays in the Fall as well.

-Retail experience is preferred, but not a requirement.

-Will need to pass a background check and drug test prior to hiring.