



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Temporary Store Associate
SUMMER MONTHS

POSITION LOCATION Main Street Thrift Store

PAY/HOURS: \$13.20/hour

1 Full time position at 35 hours/week

1 Part Time position at 20 hours/week

QUESTIONS OR RESUME TO:

Susan Jessmer, HR & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY Friday, July 8

Note: Internal Candidates may respond with a letter of interest and resume.

MAJOR RESPONSIBILITIES

Retail Sales Floor including:

- Maintenance of retail floor merchandise
- Keep updated on retail sales and floor operations
- Maintain retail floor displays for cleanliness and condition
- Provide excellent customer service
- Prioritize safety for staff and customers
- Operate cash register
- Responsible for register, credit card reconciliations as instructed
- Responsible for store open and close process
- Responsible for ensuring and demonstrating professional behaviors/conversation/appearance/ethics
- Follow policies and protocols of store and Community Action
- Handle incoming donations as instructed
- Uphold Community Action confidentiality policies
- Become knowledgeable of Community Action Services
- General store cleaning as necessary
- Clean and condition incoming furniture/large items
- Other occasional duties as instructed
- Able to lift up to 20 lbs.

MARGINAL RESPONSIBILITIES

- Participate in training and meetings as directed by Director
- Interact with outside agencies and other programs of Community Action
- Fill in for staff as needed

VII. QUALIFICATIONS

Preferred but not mandatory: Valid driver's license, an acceptable driving record, and acceptable insurance coverage limits per agency policies with own vehicle

Self-directed, responsible, good organizational skills, accurate multi-tasking skills, excellent verbal, phone, and written communication skills, accurate and efficient with assigned work

Demonstrated ability to work well on team with supervision and follow directives

Demonstrated commitment to professional work ethics and contributing to a positive and stable work environment

Excellent conflict resolution skills and maintain emotional steadiness and control under stress