

**COMMUNITY RESOURCE CENTER
JOB DESCRIPTION**



POSITION:	Resale Store Sales Associate – Part Time	REPORTS TO:	Resale Store Manager
		FLSA:	Non-Exempt
JOB DESC. #:	SA	SALARY:	
GENERAL DESCRIPTION:	Under the direction of the Resale Store Manager, the Sales Associate will perform store functions designed to increase store revenue. These functions include: serving customers, pricing, sorting, marking of merchandise, displaying and merchandising the sales floor, cashiering and various other duties assigned by store management and/or the Resale Store Operations Manager.		
ESSENTIAL FUNCTIONS:	<ol style="list-style-type: none"> 1. Provide friendly, courteous and helpful assistance to every CRC customer. Create an atmosphere that makes the customer want to come back and also want to tell their friends and family to shop at CRC Resale Stores. 2. Operate the cash register and credit card machine to ring up sales and make change. 3. Greet and assist donors dropping off items, in a courteous manner. Establish and maintain a positive relationship between donors and CRC. 4. Prepare donation receipts for donors. 5. Clean, price, sort and display incoming merchandise as directed by the Store Manager. Assist in rotating stock and disposing of trash items. 6. Maintain a clean and safe store environment for customers, donors, and employees by learning and following all safety procedures, as outlined in the Store Operations Manual and Employee Handbook. 7. Housekeeping duties (dusting, waste disposal, washing windows, vacuuming, etc.) as assigned by the Store Manager. 8. Assist the Store Manager with bookkeeping, daily sales reports and balancing of the cash drawer for deposits, as required. 9. Act as an ambassador of CRC and be knowledgeable of all current CRC programs and events. 10. Perform other duties as assigned by the Store Manager or Operations Manager. 		
KNOWLEDGE, SKILLS, AND ABILITY:	<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of cash registers • Knowledge of “Point of sale” system is a plus <p>Skills:</p> <ul style="list-style-type: none"> • Excellent customer service • Detail oriented • Must be team player and willing to perform diverse tasks in an efficient and effective manner • Bilingual/Bicultural (English/Spanish) a plus. • Must be responsible, energetic, self-motivated and personable with an ability to learn quickly. <p>Ability:</p> <ul style="list-style-type: none"> • Ability to handle difficult situations with poise • Ability to listen and communicate effectively • Ability to be on time and dependable 		

EDUCATION & EXPERIENCE :	Education: <ul style="list-style-type: none"> • High School graduate or equivalent. Experience: <ul style="list-style-type: none"> • Retail sales experience a plus
PHYSICAL LIMITATIONS:	May: Standing long periods of time Repetitive finger, hand, & wrist motion Other physical requirements involve walking, stair climbing, lifting, stretching, bending, etc., throughout a regular workday Good Vision and Hearing Must be able to lift a minimum of 25lbs up to 50lbs

I can perform the following job duties: <input type="checkbox"/> without accommodation <input type="checkbox"/> with accommodation. If so, please specify:			
This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.		MISSION <i>Creating paths to Safety, Stability, and Self Sufficiency.</i>	
Signature			Date
Print Name			
FILING APPLICATIONS Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment.			
POSITIONS REQUIRING DEGREE/ CREDENTIAL Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.		INTRODUCTORY PERIOD All positions have an initial introductory period of 60 days.	
BENEFITS Vacation; sick leave; 10 holidays; medical; dental; life insurance, IRA. Benefit eligibility is the 60 th day from the date of hire.		CITIZENSHIP/IMMIGRATION STATUS In accordance with the Immigration Reform and Control Act of 1986, Community Resource Center hires only U.S. citizens and others lawfully authorized to work in the U.S.	