



SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title: Retail Associate
Reports to: Manager, Options
Status: Part-time, Non-exempt

Description: Assist and provide support to the sales and operations of the store with responsibility for POS transactions, merchandise handling and the delivery of excellent customer service to donors and customers

Requirements & Skills:

- High school degree or equivalent
- Bi-lingual (Spanish) preferred
- Retail experience preferred
- Basic POS and computer skills
- Excellent communication and time management skills
- Excellent customer service skills
- Attention to detail
- General math skills
- Pleasant and professional manner
- Maintain confidentiality and demonstrate sensitivity to The Shelter's clients and mission
- Dependable

Duties:

- Greet, assist and thank customers in a welcoming, professional and timely manner
- Operate cash register and credit card machine accurately and efficiently
- Maintain clean and tidy check out areas
- Balances cash drawer by counting cash at the beginning and end of work shift
- Complete end of day reconciliation duties as directed by the Manager
- Maintain an awareness of customers to increase service levels and focus on loss prevention
- Other tasks as requested by the Manager

ADA: Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____