



Laurel's Loft Part Time Sales Associate

Position Summary

Part time sales associate for all aspects of the shop with an emphasis on the working at the register and sharing with our customers the mission of Laurel House.

Hours: This position is part-time (approximately 16-24 hours/week). The times of day and hours will vary, in accordance with the hours and staffing needs of the shop, but will include Saturdays and some evening hours.

Responsibilities:

1. Cash register/ balancing cash drawer at close of shift (in the absence of manager);
2. Excellent customer service and willingness to share with customers who we are and why we are here;
3. Willingness to learn or has knowledge of clothing, shoe and accessory brands;
4. Receiving donations/issuing donation receipts;
5. Sorting/tagging/steaming/stocking merchandise;
6. May provide direction to volunteers in the absence of manager;
7. Keeping the shop clean, neat and organized;
8. Display areas and organizing front of shop as needed;
9. Internet search experience to look up value of assorted donated items;
10. General retail store/thrift store responsibilities;
11. Operate shop in the absence of the Laurel's Loft Manager.

Required Skills and Experience:

1. High School Diploma or GED
2. Experience in retail, thrift or consignment shop environment preferred but not required
3. Strong "people skills"; excellent customer service skills
4. Basic knowledge of domestic violence and sensitivity to the needs of battered women, or an interest in this area, and a willingness to learn
5. Ability to lift at least 35 lbs.
6. Ability to prioritize, multi-task and take initiative
7. Ability to be flexible on work hours (some evening and Saturday work required)
8. Ability to work with diverse populations
9. Ability to work independently and with minimal supervision, coupled with the ability to take direction and seek supervision when needed.

**Interested individuals should send a cover letter and resume to Tina Quinci at tquinci@laurel-house.org.
Position will remain open until filled.**

AA/EOE

June 2020