



Job Posting: Marian's Attic Thrift Shop - Part Time Sales Associate

Position Summary

Sales associate for all aspects of the shop, including but not limited to sorting, steaming and preparing donation for the sales floor, working the cash register, as well as opening and closing the shop.

Reporting and Supervisory Relationships

Reports to: Marian's Attic Manager

Supervises: Shop Volunteers, in absence of manager

Benefits: as outlined in the Laurel House Employee Handbook and Policy Manual

Status: Full-Time, Non-Exempt

Hours

This position is part-time, based on 16-24 hours per week (including some Saturdays. And, once shop has fully opened and operating on normal hours, this position may include some evening hours.) The times of day and hours will vary, in accordance with the shop, and will be arranged by the Marian's Attic Manager.

Responsibilities

1. General retail store/thrift shop responsibilities;
2. Cash register/ balancing cash drawer at close of shift (in the absence of manager);
3. Receive incoming donations and ensure that donors are properly acknowledged
4. Sort/tag/steam/stock merchandise;
5. Research value of assorted donated items on the internet;
6. Excellent customer service and willingness to share with customers who we are and why we are here;
7. Manage, recruit and train volunteers, as needed;
8. Knowledge of clothing, shoe and accessory brands;
9. Ensure that the shop is kept clean and that displays are attractive and neatly maintained
10. Assist with coordinating special event (s) at least one time per year to raise funds for the agency, and to raise the visibility of the shop;
11. Operate shop in the absence of the Marian's Attic 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. Ability to lift 40lbs.
4. Physical activity including, standing, walking, reaching and grasping;
5. Strong "people skills"; excellent customer service skills;
6. Ability to prioritize, multi-task and take initiative;
7. Ability to be flexible on work hours (some evening and weekend 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;
10. Valid PA driver's license and access to a vehicle, as needed.

If interested, please send a cover letter and resume to Tina Quinci at tquinci@laurel-house.org.

Position will remain open until filled.