



Sales Associate – Laurel's Loft

Position Summary

This position works as a sales associate for all aspects of the Laurel's Loft shop with an emphasis on working at the register and sharing with our customers the mission of Laurel House. Laurel House has a COVID policy requiring all employees to be vaccinated or submit to COVID testing on a weekly basis.

Hours: This position is part-time (approximately 15 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.

Essential Duties and Responsibilities

1. Cash register/ balancing cash drawer at close of shift
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 Internet search experience to look up value of assorted donated items
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10. General retail store/thrift store responsibilities
11. Operate shop in the absence of the Laurel's Loft Manager

Required Skills and Experience:

- Experience in retail, thrift or consignment shop environment preferred, but not required
- Excellent customer service skills
- Able to lift up to 30 lbs
- High School Diploma or equivalent
- Basic knowledge of domestic violence and sensitivity to the needs of victims of domestic violence, or an interest in this area and a willingness to learn
- Ability to prioritize, multi-task and take initiative
- Ability to be flexible on work hours (some evening and weekend work required)
- Ability to work with diverse populations
- Ability to work independently and with minimal supervision, coupled with the ability to take direction and seek supervision when needed
- Highly motivated with a passion for the mission of Laurel House



AA/EOE

Job Type: Part-time

Pay: \$11.00 per hour

COVID-19 considerations:

To keep our staff and customers as safe as possible we have installed Plexiglass at the counter and register. Sanitizing stations are set up for use. We are following all the recommended CDC guidelines.