



TURNING ABILITIES INTO OPPORTUNITIES  
GREENE COUNTY RESOURCE BOARD FOR  
PEOPLE WITH DEVELOPMENTAL DISABILITIES

## **ASSOCIATE**

**Reports to: Store Manager**  
**Salary Range: \$7.85 hourly**

**FLSA: Non-Exempt**  
**Hours Per Week: 4-28 hours**

### **DEFINITION**

Associates are encouraged to be active and contributing employees of Inspired Boutique. Associates will work hours agreed upon by the store manager and arrive to work on time. Team members will perform duties requested by managers that include, but are not limited to sorting donations, preparing items for resale, and customer service activities. Job activities are subject to change per business needs. Potential candidates will have the opportunity to be a part of this incredible social enterprise start-up here in the Springfield community.

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

Actively contribute to positive store atmosphere

Assist with sorting and preparing items for resale as directed

Assist with the general housekeeping and maintenance of the store as directed by the Store Manager, Assistant Store Manager, or Store Clerk.

May be required to work in the Resource room at the Abilities First Office. Duties at this location would be the same as the Boutique location.

Notify supervisor of any donation preparation, co-worker, and customer issues

Maintain clean, organized, and safe work areas

Assist with sorting and stocking of products

Assist with inventory duties as requested by the Store Manager

Work with team members to maximize productivity and efficiency

Attend team meetings as requested and implement information provided at the meetings as needed

Perform other related duties and assignment as required.

Must be able to comfortably lift 50 lbs

Perform other related work as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to understand and follow a weekly schedule

Must be willing to be cross-trained and move to other areas when needed

Must be willing to comply with organization uniform policy

Ability to communicate effectively

Ability to establish effective working relationships with co-workers and managers

Must be able to appropriately interact in social interaction and observation by the general public

Ability to maintain a positive store atmosphere

Demonstrates professional work ethic

Ability to learn skills such as using an washing machine, dryer, iron, and steamer as directed

Ability to learn how to correctly prepare items for the sales floor

Ability to follow all safety rules

Ability to bend, sit, and stoop repeatedly for up to two hours; may be required to do this again after a break for up to 4 times per day.

Must be able to pass a background screening

Must be able to pass a random drug test

### **EXPERIENCE AND EDUCATION**

GED or High school diploma preferred

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