



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

## **RETAIL ASSOCIATE (INSPIRED BOUTIQUE)**

**Reports to:** Store Manager  
**Salary Range:** \$8.60– \$10.00

**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.

Set up advertising displays or arrange merchandise on counters or tables to promote sales.

Stamp, mark, or tag price on merchandise.

Obtain merchandise requested by customer or receive merchandise selected by customer.

Answer customer's questions concerning location, price, and use of merchandise.

Total price on merchandise purchased by customer to determine bill.

Accept payment and make change. Wrap or bag merchandise for customers.

Remove and record amount of cash in register at end of shift.

Calculate sales discount to determine price.

Complete transactions on the cash register.

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, or Assistant Store Manager.

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.

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.

Light lifting required. Extensive sitting

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 consistency count and make change accurately and quickly

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 per shift.

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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