



JOB TITLE:	RETAIL ASSOCIATE (INSPIRED BOUTIQUE)
FLSA STATUS:	Non-Exempt
SALARY RANGE:	\$10.30 - \$13.00
STATUS:	Part-time (3 – 20 hours per week)
REPORTS TO:	Store Manager

PRIMARY PURPOSE OF JOB

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
- Light lifting required. Extensive standing

- Must be able to pass a random drug test
- Must be able to pass a background screening.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive for work-related assignments.
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 25 mbps* in order to work remotely from home with provided laptop and office equipment.
- Perform other related work as assigned.

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 a 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

EXPERIENCE AND EDUCATION

GED or High school diploma preferred

PHYSICAL CONTEXT AND WORK ENVIRONMENT

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Physical Requirements				
Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<ul style="list-style-type: none"> The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Works in an office environment with the option for some remote work. Abilities First offers a flexible schedule and relaxed environment. 				
Seeing: Must be able to see to read documents/reports and focus on computer for an extended period.				X
Hearing: Must be able to hear well enough to communicate with coworkers and general public.				X
Sitting: Must be able to sit for long periods of time.				
Standing/Walking: Must be able to move about the work area.				X
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.		X		
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.			X	
Driving: Must be able to drive locally for work-related assignments.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

Employee Signature

Date

Click here to apply directly for this position:

<https://secure2.saashr.com/ta/104751.careers?ApplyToJob=386057796>

Created 11-20-14; Revised 3-13-2015; Revised 10-31-2019; 10-15-2020; 12-04-2020; 12-08-2020; 06-01-2021; 06-17-2021; 7-10-2021.