

We create opportunities for women and girls that lead purposeful lives and strive for a community that values diversity.

**YWCA of Westmoreland County
424 N. Main Street - Greensburg, PA 15601**

Job Description

Job Title: Part Time Thrift Shop Associate

Reports to: Thrift Shop Manager

FLSA Status: Part Time Non- Exempt (21-28 hours per week)

Location: YWCA Westmoreland County Thrift Shop

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsibilities:

1. Arrive an hour before shop opens
2. General clean-up of the store in morning and evening
3. Open cash register
4. Scan tags from the day before
5. Always be a goodwill ambassador and greet all customers, clients and volunteers
6. Treat customers and volunteers with respect
7. Assist volunteers on the register
8. Organize sales floor and front desk
9. Display items of the current season on the sales floor
10. Pull outdated clothing according to date on consignment tag
11. Know the procedures for vouchers and be courteous to all clients
12. Make judgment calls on clothing and markdowns
13. Close out sales for the day, lock doors and do a final check
14. Helping with consignment as needed
15. Replacing staff and volunteers when needed
16. Open the shop when needed which included daily bookw
17. Process and tag donations

EDUCATION/EXPERIENCE:

High School Diploma required. Some retail experience preferred. Experience working with volunteers and with non-profit organizations preferred. Must displays strong organizational skills. Multi-tasking ability required.

LANGUAGE ABILITY:

Ability to write, speak and listen well. Ability to respond effectively to sensitive inquiries or complaints. Excellent communication and interpersonal skills required.

ADA:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by this job include close vision and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- It is required to be able to multitask.
- Ability to lift up to 40 pounds

Items may be added to or removed from this job description as deemed necessary by management.