

FORT BEND WOMEN'S CENTER
JOB DESCRIPTION

**RESALE STORE
P/T SALES ASSOCIATE**

REPORTS TO: Resale Store Manager

SUPERVISES: N/A

STATUS: Hourly/Non-exempt

RESPONSIBILITIES:

Responsible for assisting with the operation of the assigned Resale Store.

DUTIES:

1. Performs cashier functions and functions as needed.
2. Attends weekly staff meetings.
3. Maintains all records pertaining to cash operations, plus any other necessary paper work.
4. Assists with stocking merchandise.
5. Responsible for promoting Customer Reward program, achieving store sales goals and promoting mission awareness with customers.
6. Assists the Manager in creating a positive FBWC culture through the agency's core values.
7. Assists in merchandising sales floor, general housekeeping and organization of sales floor, fitting rooms and general facility areas.
8. Assists the Manager in ensuring the smooth operation of the store.
9. Other duties as needed.

HOURS: Part-time: 29 hours per week. Must be able to work weekends as needed.

QUALIFICATIONS:

1. Minimum High School Graduate or equivalent
2. One-year experience as a cashier helpful
3. Valid Texas Driver's License or ID
4. Ability to work professionally with the public
5. Ability to operate a cash register and properly handle money
6. Must be able to lift heavy objects
7. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Team Work)
8. Must pass background and drug test

Employee Signature

Date