

**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 accurately.
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, communicating all sales promotions to customers, 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. Must be able to meet the annual KPI's as defined for current year.
10. 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 up to 25 lbs. and able to get on 2-step ladder.
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

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Employee Signature

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Date