REtail Associate

Part Time: 24-30 hours/week
FSLA STATUS: Non-Exempt
REPORTS TO: REtail & Donor Relations Manager

RESOURCE DEPOT

JOB SUMMARY:
The REtail Associate supports the daily operations of Resource Depot's TreasuRE and Materials Marketplace by assisting with sales, merchandising, and customer service, ensuring a positive visitor experience.

GENERAL DUTIES & RESPONSIBILITIES:
- Provide excellent customer service to shoppers, donors, and visitors by offering information about Resource Depot's programs and mission.
- Process sales transactions accurately using the Square POS system, following established cash handling and reporting procedures.
- Wrap or bag merchandise for customers, providing other assistance as needed.
- Sort, price, and display donated materials, maintaining an organized and appealing shopping environment.
- Support merchandising efforts, including creating attractive displays and implementing promotional sales strategies.
- Maintain cleanliness and organization of shopping areas, ensuring a welcoming space for customers.
- Assist with special events, outreach, and fundraising initiatives as needed.
- Perform other duties as assigned.

SCHEDULE:
This is a non-exempt, part-time position with a schedule based on organizational needs during general operating hours: **Tuesday–Thursday, 9:00 AM – 5:00 PM; Friday, 8:30 AM – 4:00 PM; and Saturday, 8:45 AM – 2:15 PM.**

TOOLS AND EQUIPMENT USED:
Personal computer and software including Microsoft Office, Google Drive, iPad, calculator, copy machine, phone, scale.

WORKING CONDITIONS:
- Location of work is primarily in the TreasuRE but may include sorting and marketplace areas.
- Position requires standing for extended periods, frequent lifting, and moving of materials.
- Work schedule is based on current shopping hours, with additional hours assigned for special events or programs.

QUALIFICATIONS:
- Retail, customer service, or merchandising experience preferred.
- Familiarity with POS systems (Square experience a plus).
- Strong communication, organization, and time management skills.
- Ability to multi-task, work independently, and stay adaptable in a fast-paced environment.
- Friendly, dependable, and able to work well with diverse personalities.
- Positive attitude, even in high-pressure situations.
- Ability to lift and move objects up to 60 lbs.
- Flexible schedule, including weekends.
- Commitment to Resource Depot's mission of sustainability and creative reuse.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without accommodation.

Print Name Signature
Date