

Thrift Shop Associate

Position Summary:

A retail establishment in Summit, NJ is excited to add a part-time employee to our team.

Responsibilities:

- Work as part of a tight-knit team creating a positive relationship with and environment for volunteers, members, donors, and clients
- Interact with clients, acting proactively to provide assistance and answer questions as needed
- Operate and maintain the cash register, credit card machine and Square payment device
- Ready register area and selling floor for the following business day by emptying garbage cans, organizing bags, sorting price tags, cleaning fitting rooms out, freshening displays, returning empty hangers to the back rooms, colorizing and sizing the clothing rack
- Sort donations, separating quality merchandise from unusable merchandise
- Exercise independent judgment by pricing merchandise using pricing guide
- Hang and price merchandise and transport it to the selling floor, occasionally lifting up to 30 pounds
- Replenish shop documents and supplies
- Answer phone and respond to queries in a professional manner
- Research price comparisons for high-end donations

Requirements:

- Agreeable to work a 15-18 hour/week schedule, rotating Thursday evenings and Saturdays
- Able to lift and carry up to 30 pounds
- Spanish speaker a plus
- Retail/customer service experience a plus
- Positive, proactive, flexible and adaptable attitude
- Proven track record of being a collaborative team member
- Working knowledge of the internet with the ability and desire to learn how to operate the cash register and credit card machines
- Strong communication, organizational, and interpersonal skills
- Must be adaptable and flexible, exhibits the ability to adapt to new and evolving situations
- Possesses a strong track record of dependability and efficiency -demonstrates a desire to follow through with assigned tasks and adhere to policies
- Illustrates logical and analytical thinking with the ability to make sound decisions
- Punctual