



**JOB TITLE:** PT Sales Associate

**REPORTS TO:** Second Glance Thrift Store Manager

**SALARY:** \$11/\$12 Hr., Non-Exempt

**GENERAL SUMMARY:**

Second Glance Thrift store is one of the ministries provided by the Community Enrichment Center (CEC) located in North Richland Hills Texas. For 30 years the CEC has been a partner in breaking the cycle of poverty and family violence for our local neighbors. All Sales Associates will be required to know and understand the CEC's mission and convey our services to inquiring customers and donors. The staff at the Second Glance Thrift Store strive to provide excellent customer service to both our customers and donors by having a friendly positive attitude. Our Sales Associates participate in all aspects of the store's operations.

**DUTIES AND RESPONSIBILITIES:**

- Customer Service: The number one priority of all Sales Associates is to provide excellent customer service.
- Cash Register Procedures: Ability to follow all cash register operating procedures ie., handle cash, charge cards, vouchers and other register transactions. Must adhere to opening and closing procedures.
- Accept and sort through donations, separating saleable merchandise and transferring merchandise to appropriate pricing stations.
- Product Knowledge: know the location of merchandise on the sales floor, set current sales promotions.
- Ensure the sales floor is clean, organized and visually appealing.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read and write in English.
- Provide excellent customer service and good communication skills.
- Ability to concentrate and pay close attention to detail.
- Ability to perform basic math calculation.

**EDUCATION, EXPERIENCE REQUIRED:**

- High school diploma or equivalent; a combination of education and experience that yields the required knowledge, skills and abilities.
- Retail experience preferred.

**JOB TYPE:** Part Time

**SCHEDULE:** Rotating Shift coverage:

- Monday through Saturday 8:30am to 6:30pm
- Sunday 11:30 to 5:30

**DRESS CODE:**

- Pants or capris
- Modest blouse or crew, polo style shirt (no exposed undergarments)
- Closed toed shoes or sneakers
- No advertising
- No designs referencing drugs or alcohol