



POSITION DESCRIPTION

POSITION TITLE: Wise Buys Retail Assistant

PROGRAM: Wise Buys

RESPONSIBLE TO: Wise Buys Store Manager

POSITION SUMMARY: Contribute to Wise Buys' generation of profits for Lydia Place programs by acting in various capacities, including donation sorting, store organization, item pricing, cashiering and customer service.

EXPECTATIONS AND COMMITMENT:

- Weekly commitment to one 4 hour shift per week. Store hours are 10:00 AM-5:00 PM Tuesday-Saturday. Morning shift is 10:00-1:30. Afternoon shift is 1:30-5:30.
- 4 month minimum commitment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Educate customers about store's mission to support Lydia Place programs
- Run the cash register and credit card machine for customer purchases
- Sort, organize, hang & price donations
- Maintain store presentation
- Provide customer service
- Accept donations
- Protect store assets
- Maintain a clean and organized environment

SKILLS AND ABILITIES:

- Friendly customer service skills
- Attention to detail
- Ability to work independently and make proactive decisions
- Ability to take direction and comply with policies and procedures
- Adapt easily to change
- Ability to communicate with clarity
- Commitment to the profitability and success of the store
- Embrace diversity in the work place
- Support Lydia Place mission

BENEFITS:

- Meet a variety of people and make new friends
- Gain valuable retail experience to build resume
- Feel good knowing your efforts support Lydia Place programs