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JOB DESCRIPTION

Effective Date: __ Revision Date: _4-20-2020
Name: _____
Position: Resale Store Associate __Program: Sylva Linings

Job Summary: (Primary Function)

Assist and fill in at Resale store as needed

Job Responsibilities: (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

1. **Accept appropriate donations and issue thank you and tax letters**

2. **Open and close the store at designated times**

3. **Oversee all financial transactions**

4. **Assist with promoting the store especially on Social Media**

5. **Supervise volunteers as appropriate**

6. **Assure a clean, neat and clutter free store**

7. **Keep detailed daily records of store transitions and business**

8. **Assure quality displays that are rotated weekly**

9. **Stock floor as time allows with quality as a focus**

10. **Provide daily updates on the amount of business transition**

11. **Arrange to have unusable items loaded in the trailer**

12. **Track volunteers and hours donated**

13. **Communicate needs of the store, volunteer and personnel on an as need basis via email**

14. **Record donated inventory on a regular basis**

15. **Any other job related assignments that may be required or deemed advisable by the supervisor: _____**

16. **Provide annual inventory report _____**

Job Requirements

Skills:

1. **Education/Trade Knowledge:** _High School Diploma. Two years retail experience
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Employee Name: _____ (Education/Trade Knowledge, continued)

2. **List computer skills:** Social Media, Cash register _____

3. **Experience:** Experience in retail required/ strong customer service skills _____

4. **Independent Action and Judgment:**

Effort:

1. **Physical Demand:** Lifting, Carrying, bending and tugging may be needed to assist with donations. Long periods of standing. Must be able to lift 35 lbs. _____

2. **Mental and/or Visual Demand:** Valid North Carolina Driver's License with appropriate insurance coverage required. Ability to multi task. _____

3. **Working Conditions:** Retail, ability to work independently. Long periods at the computer/register. Local and out of area travel may be necessary

4. **Direct Supervisor:** Executive Director and Administrative Assistant _____

Employee Name

Date