

2177 Asheville Rd.
Waynesville, NC 28786
828-452-1447



154B Medical Park Loop
Sylva, NC 28779
828-586-2345

JOB DESCRIPTION

Effective Date: _____ Revision Date: _____

Name: _____

Job Title: Resale Store Associate

Department: Sylva Linings – Resale Store

Supervisor: Store Manager

FSLA Status: Non-Exempt

Position Status: Part Time

Position Summary: (Primary Function)

Resale store associate will assist and fill in at the store when needed. They will provide a pleasant shopping experience for customers while being a good steward with donations for the purpose of raising unrestricted funds for the programs of Mountain Projects.

Essential Functions: (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.)

- Greet Customers as they come into the store
- Process purchases for customers
- Assist in keeping the store neat and clean.
- Assist in sorting and pricing donations.
- Answering telephone and assisting callers, recording messages.
- Assist volunteers when needed.

1. Qualifications:

- High School Diploma or GED
- 2 years of Retail Experience
- Strong customer service skills.

2. Knowledge, Skills, and Abilities:

- Must be very detailed-oriented with the ability to prioritize tasks, organize daily activities and be able to multi-task.
- Operate cash register
- Basic Computer skills
- Basic knowledge of social media

3. Performance/Success Factors:

- Be punctual to work and other related functions.

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- Perform well in a team environment.
- Complete work in a timely, accurate, and thorough manner.
- Ability to prioritize daily tasks and events.
- Perform routine duties with minimal supervision.
- Strive for excellence in all tasks and duties and foster an attitude of “exceeding guest expectations.”
- Able to work independently but operate within company policy guidelines using independent judgment.
- Local and out-of-town travel may be required.

4. Working Conditions:

- Light to moderate physical activity performing non-strenuous administrative work.
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation with quiet to moderate noise.
- Physical demands: able to lift up to 35 pounds, manual dexterity sufficient to reach/handle items.
- Works with fingers and perceives attributes of objects and materials.
- Climb, balance, stoop, kneel; frequently move about, able to stand, walk, and sit for extended periods.
- At times, be outdoors in all weather conditions.
- Vision: must be able to see close, have good vision to perform daily duties.
- Out of area and local travel is necessary
- Must have a valid North Carolina Driver’s License with appropriate insurance coverage required.

Equal Opportunity Employer

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliations; National Guard or veteran status, consistent applicable federal, state, and local laws, and regulation.

Direct Supervisor: _____

Employee Signature

Date