



POSITION DESCRIPTION

POSITION TITLE: Wise Buys Assistant Cashier & Retail Sales Associate

PROGRAM: Wise Buys

RESPONSIBLE TO: Wise Buys Staff

POSITION SUMMARY: This position engages with customers of Wise Buys by checking them out at the cash register, answering questions, pricing/putting out new merchandise, and maintaining store presentation.

EXPECTATIONS AND COMMITMENT:

- Shifts are 4 hours long once a week: 9:45-1:30 or 1:30-5:30.
- 6-month minimum commitment of one shift a week.
- Ability to work independently and adapt easily to change.
- Ability to communicate with clarity, both written and verbal.
- Friendly customer service skills.
- Must be able to make decisions independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Put out new merchandise in an organized manner.
- Engage with customers consistently.
- Dust, clean and straighten the store.
- Run cash register and credit card machine for customer purchases.

DESIRABLE SKILLS:

- Commitment to a healthy, happy, and encouraging environment.
- Attention to detail and highly organized.
- Ability to work independently and make proactive decisions.
- Ability to take direction and comply with policies and procedures.
- Ability to stand for 4 hours.
- Ability to communicate with clarity.
- Commitment to the profitability and success of the store.
- Embrace equity and diversity in the workplace.
- Support the Lydia Place mission.