



## **Store Associate, Part-Time**

The Idea Store Creative Reuse Center, a 501(c)(3) nonprofit organization based in Urbana, Illinois, is seeking a part-time person to work in all areas of our retail store: cashier, sales floor, and donation intake. All the store's merchandise is donated by local residents and businesses, and the store is assisted by a dedicated group of volunteers. You will be working closely with volunteers, managers, and staff.

You will be at the register, on the sales floor, and in the intake area.

Part-Time Hourly: 12 hours (2 six-hour shifts) minimum per week

Pay Rate: \$15.00 per hour

### **Primary responsibilities for the intake portion of the job**

- Collect donations and engage with donors
- Evaluate items as per donation criteria
- Weigh and record all intake
- Sort donations
- Help maintain an organized and safe warehouse space
- Answer the phone as needed
- Other duties as assigned

### **Primary responsibilities for the sales floor portion of the job**

- Refilling bulk bins
- Stocking merchandise bins
- Straightening shelves and displays
- Maintaining general cleanliness of the sales floor
- Assist customers on the sales floor with questions
- Other duties as assigned

### **Primary responsibilities for the cashier portion of the job**

- Providing customers with assistance on the sales floor and at the register
- Work the register
- Greet people when they enter and exit the store
- Work on tasks during downtime
- Show customers items in the jewelry counter
- Assist customers on the sales floor with questions
- Answer the phone as needed
- Other duties as assigned

### **Qualifications**

- 1 year of customer service experience
- Strong interpersonal skills
- Clear communication and organization skills

- Ability to stand and walk for extended periods of time
- Ability to bend, stoop, and climb
- Ability to lift and carry up to 50 pounds

**Knowledge, Skills, and Abilities preferred**

- Ability to engage with the public and provide excellent customer service in person and via phone
- Experience working in retail, thrift stores, and/or art supply stores
- Ability to contribute to a nonprofit or mission-driven environment

This position is open until filled. You can pick up an application in the store at the register or fill out an application online at: <https://www.the-idea-store.org/careers>

*The Idea Store is an Equal Opportunity Employer*