

# SALES ASSOCIATE – CELINA

## General

- Processing of donated items, coordinates the rotation of items and the disposal of donated items in a timely fashion.
- Exhibit excellent donor and customer service skills
- Keep merchandise categorized and colorized within respective department and/or subcategory, dusting, sweeping and mopping of floor, keeping floor clear of all merchandise, debris, fixtures and hangers.
- Stocks shelves, counters, or tables with merchandise.
- Obtains merchandise requested by customer or receives merchandise selected by customer.

## Financial

- Operate a cash register and point-of-sale machine; handles cash, checks, debit/credit card transactions; is responsible for accurate transaction processing and daily balancing.
- participates actively in special sales or promotional initiatives; ensures customers are aware of sales or in-store specials
- Opening and closing of cash drawer, preparing deposit envelope

## Marketing

- Assist in coordinating social media, flyers, post cards, with marketing department
- Respond to customer comments via Square Marketing
- Sets up advertising displays and arrange merchandise to promote sales.
- Maintains and positions floor promotional signage as directed

## Special Events

- Participate as directed in Grace Bridge community and fundraising events
- Participate as directed in city of Celina events

## Participant Needs

- Assist in the fulfillment of participant needs via store inventory or warehouse inventory
- Work with distribution center/food pantry manger to fulfill special circumstances