

# Neighborhood Club Position Description



**Position:** Thrift Shop Sales Associate, Part-Time

**Job Location:** 17670 Mack Avenue, Grosse Pointe MI, 48230

**Schedule:** Approx. 15-25 hours per week, day hours, 2-3 days/week, some Saturdays. (Store is closed on major holidays)

**Compensation:** \$13.25 per hour

**Application Deadline:** Open Until Filled

Submit application (available online at [www.neighborhoodclub.org](http://www.neighborhoodclub.org)) and resume to Patti Champagne, Thrift Shop Manager, at 17670 Mack Avenue, the Neighborhood Club at 17150 Waterloo Street, or email to [patti@neighborhoodclub.org](mailto:patti@neighborhoodclub.org)

The Neighborhood Club is a non-profit servicing the Grosse Pointe communities (service population of approximately 50,000) for more than 110 years. The Neighborhood Club has operated a Thrift Shop for many years; and continues to be a staple in the Grosse Pointe community. The Thrift Shop is in the City of Grosse Pointe on Mack Avenue; separate from the new Neighborhood Club Recreation and Wellness Center located on Waterloo and St. Clair.

## **Responsibilities of position**

- Assist maintaining store operations when open to public
- Able to work at a check out station, assist customers while shopping, and able to work with donations from the public
- Provide positive customer service to the public
- Maintains effective communication with public
- Able to work well with fellow colleagues and able to follow sales procedures and store protocol
- Perform other miscellaneous duties and responsibilities as determined by Thrift Shop Manager or Executive Director

## **Qualifications**

- Be able to be available to the public and work a flexible schedule as needed. May include working some weekends. Approximate schedule is 15-25 hours per week
- Be able to react to emergency situations and support as needed
- Be able to work effectively with the public and staff in a courteous and tactful manner
- Be able to work without or under limited supervision
- Be able to lift to 35 lbs regularly, able to bend and reach, as needed
- Must possess exceptional customer service and motivation skills.
- Be able to assist in pricing merchandise

## **Requirements**

- Previous experience with retail sales and customer service is preferred
- Previous cash handling and cash register experience is preferred
- Must pass a background check as conducted by Neighborhood Club staff

*The qualifications and descriptions as listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other related selection or promotional criteria.*

The Neighborhood Club is an Equal Opportunity Employee