



AKP Thrift is currently recruiting for a Sales Assistant. The Sales Assistant will assist and support the Store Manager with the operations of the AKP Thrift Store.

The Sales Assistant will report to the Thrift Store Manager. This is a part-time, non-exempt position.

Schedule: Wednesdays, Thursdays and Sundays 9:30am-6:00pm, but flexibility is needed.

Pay: Base pay starts at \$15/hour based upon experience and education.

**Duties/Responsibilities:**

- Assist in the general operation and success of the retail thrift store, including receiving and processing donations, as well as, displaying merchandise.
- Provide assistance directly to customers.
- Work with the Store Manager to utilize and analyze sales reports for optimal store performance.
- Train volunteers in thrift store duties.
- Operate a cash register, reconcile cash with sales receipts, and keep record of transactions.
- Uphold the cash handling policy and properly execute the procedures.
- Responsible for the positive image of the thrift store and promoting its purpose in the mission of A Kid's Place, to the community.
- Maintain a clean and organized store.
- Perform other duties assigned.

**Qualifications:**

- *High school diploma or equivalent required.*
- *Valid Driver's License.*
- *Three years or more of retail and management experience preferred.*
- *Familiarity with merchandise promotion and sales technique.*
- *Full compliance at all times with A Kid's Place drug-free workplace policy.*
- *Successful completion of initial and periodic criminal background screening.*
- *Compliance with all applicable laws, including laws relating to equal treatment in employment and in delivery of services, and other workplace laws.*

**Essential Functions and Physical Requirements:**

- *The ability to lift up 15 pounds*
- *Frequent sitting, standing, walking and climbing stairs*
- *Frequent stooping, kneeling and reaching*
- *Frequent use of hands and fingers*

- *The ability to hear and respond quickly to sounds*
- *The ability to communicate effectively with others*
- *The ability to remain calm and make sound decisions even in stressful situations*
- *Close, distance and peripheral vision*
- *Frequent driving*
- *The ability to arrive at work on time and ready to perform all job duties, and to work all assigned shifts and hours*

*A Kid's Place is an Equal Opportunity Employer and a Drug & Tobacco Free Facility. All personnel are required to undergo mandatory post-employment offer criminal background checks.*