

FORT BEND WOMEN'S CENTER
JOB DESCRIPTION

**RESALE STORE
LEAD SALES ASSOCIATE**

REPORTS TO: Resale Store Manager

SUPERVISES: N/A

STATUS: Hourly/Non-exempt

RESPONSIBILITIES:

Responsible for assisting with the operation of the assigned store.

DUTIES:

1. Opens Resale Store when needed.
2. Assumes "Junior Management Partner on Duty" role when scheduled.
3. Performs cashier functions and end of the day reporting for sales team.
4. Supervises store volunteers in the absence of the Senior Management team.
5. Assists in training of new staff on POS system.
6. Responsible for communicating to P/T Sales Associates the store sales goals, the importance of the Customer Reward program, core values and mission awareness.
7. Assists with records pertaining to cash operations, plus any other necessary paper work.
8. Responsible for coordinating all sales associates to meet merchandising standards, housekeeping practices and proper flow of merchandise to the sales floor.
9. Assists the Manager in creating a positive FBWC culture through the agency's core values.
10. Must be able to meet the annual KPI's as defined for current year.
11. Other duties as needed.

HOURS: Full-time: 36 - 40 hours per week. Must be able to work weekends.

QUALIFICATIONS:

1. Minimum High School Graduate or equivalent
2. One-year experience as a cashier
3. Valid Texas Driver's License or ID
4. Ability to work professionally with the public
5. Ability to function as a team leader
6. Ability to operate a cash register and properly handle money
7. Must be able to lift up to 25 lbs. and able to get on a 2-step ladder
8. Must pass background and drug test
9. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Team Work)

Employee Signature

Date