

**FORT BEND WOMEN'S CENTER  
JOB DESCRIPTION**

**RESALE STORE  
F/T PENNYWISE ASSOCIATE**

**REPORTS TO:** Resale Store Manager

**SUPERVISES:** N/A

**STATUS:** Hourly/Non-exempt

**RESPONSIBILITIES:** Responsible for assisting with all parts of the operation of the assigned Resale Store.

**DUTIES:**

1. Assists the Manager in creating a positive FBWC culture through the agency's core values.
2. Responsible for promoting Customer Reward program, communicating all sales promotions to customers, achieving store sales goals and promoting mission awareness with customers.
3. Performs cashier functions accurately.
4. Maintains all records pertaining to cash operations, plus any other necessary paperwork.
5. Works directly with donors to ensure they are treated with respect.
6. Communicates agency guidelines on acceptable incoming donations to ensure we receive only safe, useful items.
7. Makes pricing decisions for merchandise.
8. Assists in the merchandise flow from the receiving room to the sales floor in a timely manner.
9. Assists in stocking and merchandising sales floor, general housekeeping of fitting rooms, sales floor, and general facility areas.
10. Organizes workspace each day to ensure it is attractive, and efficient.
11. Maintain good safety practices and communicates them to volunteers and community service workers.
12. Attends weekly staff meetings.
13. Must be able to meet the annual KPIs.
14. Other duties as needed.

**HOURS:** 38-40 hours per week. Must be able to work weekends as needed.

**QUALIFICATIONS:**

1. Minimum High School Graduate or equivalent.
2. One-year experience as a cashier helpful.
3. Valid Texas Driver's License or ID.
4. Ability to work professionally with the public.
5. Ability to operate a cash register and properly handle money.
6. Must be able to lift up to 25 lbs. and able to get on 2-step ladder.

7. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Teamwork).
8. Must pass background and drug test.

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Employee Signature

Rev. 2020

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Date