Boutique Associate

Department	Beacon Hill Boutique
Reports to	Boutique Manager
Location	Anchorage, AK
Classification	Non-Exempt
Status	Part-time
Revision Date	DRAFT

Position Summary

The Boutique Associate is responsible for greeting customers, running the cashier, and sorting, processing, and shelving/hanging daily donations to the thrift store. This position reports to the Bargain Boutique manager.

Beacon Hill's mission is to serve children in foster care or at risk of going into foster care through the love of Christ. The Beacon Hill Bargain Boutique supports this mission by employing youth in foster care or aged out of foster care, or youth in the community, including developing their work skills, and funding facility and programs that fulfill the mission.

Supervisory Responsibilities

None.

Essential Functions

Run the front cashier, including opening till at start of shift and cashing out at end of day

Process/sort donations, price items, and put them out for sale in the thrift store

Post items for sale on Boutique social media

Clean/organize thrift store, e.g., re-hang clothing, remove hangars, organize, and arrange display rooms

Other cleaning as needed, e.g., vacuuming, cleaning bathrooms, disinfecting

Assist with the reception of donations from the public (carrying them inside, loading and unloading furniture)

Greet customers, answer customer questions, answer the phone and social media messages

Additional tasks as assigned by Boutique Manager

Skills and Abilities

Strong communication skills

Ability to load and unload donations, including heavy bags, boxes, and furniture

BEACONHILL

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Positive attitude

Willingness to work hard and take instruction

Flexibility to do different tasks as needed

Ability to respond politely to customers and coworkers

Timeliness

Education
Minimum 16 years of age

Physical requirements / Work Environment
Must be able to lift up to 25 lbs. on occasion
Sit or stand at desk at a register or computer
Stretch and bend to reach items