



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

[www.caoginc.org](http://www.caoginc.org)

**POSITION/TITLE:** Full Time Store Associate  
**POSITION LOCATION** Main Street Thrift Store  
**PAY/HOURS:** \$14.20/ hour, 40 hours per week

**QUESTIONS OR RESUME TO:**

*Susan Jessmer, HR & Payroll Administrator*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 589-5605

**RESPOND BY Friday, December 9**

Note: Internal Candidates may respond with a letter of interest and resume.

**MAJOR RESPONSIBILITIES**

**Retail Sales Floor including:**

- Maintenance of retail floor merchandise
- Keep updated on retail sales and floor operations
- Maintain retail floor displays for cleanliness and condition
- Provide excellent customer service
- Prioritize safety for staff and customers
- Operate cash register
- Responsible for register, credit card reconciliations as instructed
- Responsible for store open and close process
- Responsible for ensuring and demonstrating professional behaviors/conversation/appearance/ethics
- Follow policies and protocols of store and Community Action
- Handle incoming donations as instructed
- Uphold Community Action confidentiality policies
- Become knowledgeable of Community Action Services
- General store cleaning as necessary
- Clean and condition incoming furniture/large items
- Other occasional duties as instructed
- Able to lift up to 20 lbs.

**MARGINAL RESPONSIBILITIES**

- Participate in training and meetings as directed by Director
- Interact with outside agencies and other programs of Community Action
- Fill in for staff as needed

**VII. QUALIFICATIONS**

Preferred but not mandatory: Valid driver's license, an acceptable driving record, and acceptable insurance coverage limits per agency policies with own vehicle

Self-directed, responsible, good organizational skills, accurate multi-tasking skills, excellent verbal, phone, and written communication skills, accurate and efficient with assigned work

Demonstrated ability to work well on team with supervision and follow directives

Demonstrated commitment to professional work ethics and contributing to a positive and stable work environment

Excellent conflict resolution skills and maintain emotional steadiness and control under stress