CEDAR MILL & BETHANY COMMUNITY LIBRARIES
JOB DESCRIPTION

TITLE: Sales Associate-II Second Edition Resale Shop

GENERAL DESCRIPTION:
Much of the work in the shop is performed by volunteers. This position supplements that work in both the sales and processing areas. Restocks merchandise and assists with selling and cashier duties. Receives, sorts and processes incoming donations.

Supervised by the Resale Shop Manager.

ESSENTIAL FUNCTIONS:
1. Works with donations. Sorts, prices, and processes donated items.
2. Works on the sales desk and sales floor. Provides customer assistance.
3. Keeps areas restocked and in good appearance.
4. Works with other staff and volunteers to provide customer service and manage inventory and storage.
5. May post content on shop’s social media sites and works with Library’s social media team to develop and execute effective use of these sites.
6. Works with shop manager on other projects as needed.
7. Understands shop policies and overall organization policies and ensures policies are followed.
8. Provides support for volunteers and Sales Associates and handles problems and concerns.

MINIMUM QUALIFICATIONS
1. Knowledge of resale or retail shop operations obtained through at least 1 to 3 years of similar work experience.
2. Demonstrated planning, organizational, and problem-solving skills.
3. Knowledge of social media such as Instagram and Facebook.
4. Must have a high school diploma or equivalent.

ESSENTIAL COGNITIVE SKILLS
1. Ability to communicate effectively in English, both orally and in writing.
2. Ability to plan work to meet future needs
3. Must be able to exercise good judgment.
4. Must be able to use basic math skills.
5. Ability to understand and interpret workplace safety guidelines.
6. Must be able to assess quality of merchandise

ESSENTIAL PHYSICAL SKILLS
1. Must be able to lift 25 pounds.
2. Must be able to move from one area to another quickly.
3. Must be able to reach arms above head.
4. Must be able to kneel, sit and squat.
5. Must be able to stand for up to four hours at a time.
6. Must be able to place merchandise on appropriate racks. This involves lots of bending, stretching, squatting, and stooping.
7. Must be able to climb an 8-foot ladder
8. Must be able to examine items to determine quality and features for selling.
9. Must be able to work with a PC, telephone and Square cash register.

11-27-2023

The Cedar Mill Community Libraries Association is a 501(c)3, nonprofit organization dedicated to providing public library services. The Cedar Mill and Bethany Libraries are part of Washington County Cooperative Library Services (WCCLS).