



Lost-N-Found Youth

Job Description

Job title: Sales Associate	
Work Location: 2585 Chantilly Dr NE	
Division/Department: Thrift Store	
Reports to: Store Manager	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Lost-N-Found Youth is an Atlanta, Georgia based nonprofit (501c3) that exists to end homelessness for Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) and all sexual minority youth. Lost-n-Found Thrift Store is a program of Lost-n-Found Youth.	
Duties: <ul style="list-style-type: none">• Provide friendly customer service• Receive donations• Price (when appropriate label) and Distribute Donations• Merchandise shelves, counters, or tables with merchandise• Set up advertising displays or arrange merchandise on counters or tables to promote sales• Total price and tax on merchandise purchased by customer to determine bill• Accept payment and make change. Wrap or bag merchandise for customers• Remove and record amount of cash in register at end of shift• Calculate sales discount to determine price• Keep the showroom clean and orderly• Consistently creates a welcoming environment for the customer by greeting and assisting; as well as quickly responding to customer inquiries and needs.• Protect the assets of the Store and report problems to the manager on duty or the Director of Operations• Maintain a safe and clean store environment by routinely confirming all aisles are free of carts, products, fixtures, etc. As well, seeing that Emergency Exits are always clear	
Required Qualifications: <ul style="list-style-type: none">• Ability to speak, read and write English fluently• Understanding of basic arithmetic	
Preferred Qualifications: <ul style="list-style-type: none">• 1 year prior retail experience• Previous thrift store experience	
<i>Lost n Found Youth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity/expression national origin, age, disability or genetics. In addition to federal law requirements. Lost n Found Youth complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</i>	
Print Employee Name:	
Employee signature:	Date: