The East Bay Depot for Creative Reuse

Job Description: Store Clerk

*The East Bay Depot for Creative Reuse is seeking candidates to fill a Sales/Cashier position. We are a 501c3 non-profit committed to waste diversion, supplying teachers with free teaching supplies and providing local artists with cheap and sustainable materials.*

We are seeking bright, outgoing, mature individuals with exceptional customer service and problem solving skills. Our organization is fast-paced so we need employees who are reliable, good at multitasking, and have excellent communication skills. This is a creative environment, and we require high levels of productivity and professionalism.

Applicants must have retail experience and weekend availability. Experience in a thrift store such as Goodwill is highly desirable.

Please send a resume and a cover letter describing your interest in creative reuse, relevant pricing knowledge, and why you enjoy working in retail.

Benefits and vacation time accrual available after a 2-month introductory period. We are an equal opportunity employer committed to diversity in our community; all qualified individuals are encouraged to apply.

**Primary Duties and Responsibilities**

- Opening the store at 10:30am, closing at 6:30pm
- Provide courteous, friendly, and efficient customer service by being welcoming and approachable.
- Provide customers with accurate, positive information about The Depot and its programs
- Operate Square cash register system
- Process incoming merchandise, fabric, sewing notions, bulk items, industrial discards, and materials for education
- Price items in store, in conjunction with other staff
- Knowledge of the “value” of things (vintage, arts & craft supplies, jewelry, Dollar Store inventory, etc.)
- Keep store, bathroom/kitchen, back dock, and storage space orderly and clean
- Handle customer complaints; confer with point person
- Maintain and organize sales floor
- Work in collaboration with other staff, volunteers and community members

**Job Requirements**

- Weekend availability is required
- Ability to work well independently and with others
- Self-motivation and be ready to take initiative in all types of situations is a must
- Cash handling and retail experience
- Strong communication skills
- Good time management
- Positive attitude with a willingness to learn & contribute
- Standing and walking for extended periods of time up to 8 hours
- Bending, stooping, and unassisted heavy lifting (up to 40 lbs)

**Pay:** Negotiable, DoE.

**Reports to:** Store manager