

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