

**Finger Lakes ReUse Inc.**  
**Staff Position Description – Summary and Qualifications**

**Job Title:** Retail Attendant

**POSITION SUMMARY:**

Retail Attendants are responsible for a variety of aspects of retail operations in the ReUse Center including these 5 key tasks:

- Accurately and professionally assist with cash register sales, donation acceptance, and merchandise stocking and display.
- Contribute to positive working relationships by providing exemplary customer service and demonstrated willingness to support coworkers, volunteers and trainees.
- Provide custodial services on interior and exterior of ReUse work sites, and complete custodial tasks with extreme attention to detail.
- Model safe work practices and adhere to all safety policies.
- Embrace a willingness to be flexible, learn, understand and maintain evolving systems and procedures as this young organization continues to grow and thrive.

**REQUIRED QUALIFICATIONS:**

- Ability to work independently without direct supervision.
- Ability to communicate in a friendly and helpful manner with customers, coworkers, volunteers and trainees.
- Ability to conduct sales transactions, use computerized cash register software with keyboards and mouse.
- Ability to legibly write in and complete forms, perform basic arithmetic, and follow written and verbal instructions.
- Ability to remain in one station for 2-3 hours at a time.
- Minimum education not required.

**PREFERRED QUALIFICATIONS:**

- Ability to lift and safely move up to 30 pounds.
- Ability to safely use hand tools.
- Ability to move about the work place amongst shelving, to assist customers, handle merchandise on high and low shelves etc.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**COMPENSATION:**

Starting wage for this position is \$13.50/hour.