



JOB DESCRIPTION

Sales Associate

Job Title: Sales Associate- PART TIME- SEASONAL
Supervisor: Store Manager
Site: Planet Access Company Store- Lincoln Square

Minimum Requirements:

- High School diploma or equivalent,
- Ability to lift/carry up to 44 lbs.,
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending, and twisting,
- Prior boutique retail experience preferred,
- Availability to work weekend, evening shifts and holidays.

Job Responsibilities:

Retail Sales and Marketing

- Provide welcoming service by greeting and assisting guests, and responding to guest inquiries and complaints,
- Create an atmosphere and culture where guest satisfaction is the primary goal of all sales associates,
- Responsible for achieving sales targets,
- Build sales by identifying and following through on sales opportunities,
- Promote repeat business and word-of-mouth advertising through well-executed shifts,

Consumer Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting consumer needs,
- Provide job coaching as assigned, maximizing each consumer's work skills and social skills, while developing natural supports at the work site,
- Maintain direct and continuous supervision of consumers at the site,
- Provide consumers with supportive counseling, conflict resolution and problem solving assistance on an on-going basis and at times of crisis

Cleanliness and Order

- Maintain the physical environment, and grounds according to Search standards for cleanliness and order on a daily basis,
- Demonstrate knowledge of, and follow, established cleaning schedules at your assigned work site,
- Demonstrate knowledge and consistent usage of the proper cleaning products and materials for assigned cleaning tasks,
- Demonstrate respect for site/program materials and furnishings

Administrative/Professional

- Support the Mission Statement and agency values of Search,
- Present yourself in a professional manner as a representative of Search to family members, guardians, employers, community members, and representatives from affiliated agencies,
- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search,
- Complete incident reports according to policy,
- Competency/knowledge of computers and Microsoft programs,
- Complete other duties as assigned by your supervisor.