



PAWS PART-TIME Associate – PAWS Spirit Store

The Paws Store is looking for a part time associate to work 20-25 hours per week, year round.

QUALIFYING CHARACTERISTICS

- Dependable, trustworthy, hardworking and able to quickly switch from task to task
- Detail oriented, organized and have a willingness to learn all aspects of store operations
- Customer service mentality while balancing the school's best interests
- Creative, interested in merchandising and creating an appealing store atmosphere
- Enjoy working with others, helping customers and interacting with students
- Accessible and approachable to co-workers and customers
- Able to learn store Point of Sale system, previous work in POS system a plus
- Proficient in basic Microsoft Office products (Outlook, Word, Excel)

ESSENTIAL FUNCTIONS

- Assist in customer purchases using point of sale system
- Maintain stock levels, assist with ordering as requested
- Ensure store is neat and welcoming to customers
- Open or close the store as needed, including preparation of bank deposit and financial interface with business office
- Be comfortable in the store without supervisor present
- Learn all areas of store, including use of point of sale system, troubleshooting system difficulties, customer service
- Learn store inventory, including school uniform requirements at various grade levels and supply needs for courses or divisions
- Delegate to and work with volunteers
- Receive and prepare merchandise for sale, assist with ordering
- Maintain inventory in stock room, coordinate with manager related to supply levels
- Create merchandise displays and ensure fresh look to store
- Take physical inventory counts and make adjustments as required in point of sale system

Work Hours frequently shift but generally may include either 7:15am open or 4:45pm close during the school year. Summer work hours generally 9:30-2:30 Tuesday-Friday.

The above description covers the most significant duties performed but does not exclude assignments not mentioned.

PHYSICAL REQUIREMENTS:

- Stand for extended periods of time.
- Required to sit, talk, hear and visually intercept visitors.

- Turn, bend, reach and climb a ladder.
- Be able to occasionally lift up to 30 lbs.
- Works in a traditional climate controlled office environment as well as works in outside weather conditions, including extreme heat and cold.

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.