

## Job Description

**Job Title:** Retail worker  
**Date:** April 2017  
**Author:** Valery Puetz  
**Job Location:** Transitions  
**Status:** Union  
**Classification:** Retail worker: Grid 5

### Job Profile

#### Job Summary:

The retail worker prepares products for sale in Transitions Furniture and More Store. Maintains product displays, assists customers with purchases and processes transactions.

### Job Duties:

1. Provides direction to store volunteers;
2. Receives product donations and prepares them for display in the store by performing duties such as sorting, pricing, folding, hanging and maintaining related records.
3. Maintains or changes product displays including those required for periodic sale events.
4. Provides information about the retail store(s) and other service(s) of CRNITS to members of the public in person and over the phone.
5. Greets and assists customers with product selection.
6. Operates cash register and processes cash, debit card, and credit card sale transactions.
7. Opens and closes the store by performing duties such as placing and removing signage, opening and closing tills, unlocking and securing the store.
8. Maintains the cleanliness of the store by ensuring that maintenance duties are completed and by performing duties such as cleaning windows, sweeping floors and dusting product shelves as required
9. Maintains records of donations, sales, work schedules, costs and all other needs as directed
10. Manages cash and receipts for the sale of merchandise by performing duties such as counting the float, balancing cash, providing change, sorting and securing cash.
11. Prepares and makes bank deposits; maintains financial records such as the daily journal.
12. Miscellaneous
  - Abides by CRNITS code of ethics and philosophy
  - Abides by CRNITS Policy and Procedures
  - Maintains confidentiality according to Policy and Procedures
  - Completes work in a timely and accurate manner
  - Special projects as directed by the Executive Director or Executive Assistant
  - Performs other related duties as required.

## **Working conditions**

The hours of work for this position are primarily the store hours of operation. The work location is Transitions store.

## **Human Profile**

### **Technical Skills**

#### **Education**

- Grade 12 completion

#### **Experience**

- One (1) years recent related experience

#### **Qualifications**

- Capable with computer office software
- Strong multi-tasking and time management skills
- Respectful and clear communications on the phone, in person and in writing

#### **Requirements**

- Satisfactory Criminal Record check and Criminal Record Review
- Emergency First Aid certification

#### **Physical Demands**

- Lifting up to 20 kg
- Able to stand for extended periods

#### **Mental Demands**

- Possesses and is able to apply a feminist perspective
- Ability to relate well to all persons regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability
- Able to manage stressful work and fluctuating workload
- Able to make sound judgments
- Able to work independently
- Adaptable
- Has initiative
- Respectful in all communication with clients, staff and other agencies