



## Retail Sales Associate

Bloom is seeking a self-motivated, upbeat Retail Sales Associate. We are seeking someone with an eye for fashion and customer service driven attitude. An understanding of our organization and compassion for the population we serve is a must. Bloom's retail store provides a low cost source of fun and attractive clothing for both men and women. Bloom's retail staff provides a positive and friendly shopping experience for all. We enjoy serving the community of Marin County and want to count on you to bring your positive energy to the team.

**Mission Statement:** *Bloom is a 501c3 non-profit organization that provides complimentary wardrobes to men, women, and children who are transitioning to a life of self-reliance.*

**Reports to:** Retail Manager

### **Customer Service:**

- Providing excellent customer service to staff, volunteers, clients and community
- Responsible for the positive enhancement of Bloom's image by being accommodating and pleasant to everyone
- Representing the benefits of Bloom's work to the community while inspiring others to engage in our mission

### **Professional Qualifications & Experience:**

- Retail sales experience
- Associates Degree, High School Diploma, or equivalent work experience
- Cash/Credit card machine knowledge
- Ability to interface and engage with great customer service
- Ability to stand for long periods of time and lift clothes/donations up to 50lbs
- Flexibility for any additional shifts or events

### **Job Responsibilities:**

- Recording and reconciling sales data in Excel
- Run cash/credit card machines and troubleshoot. Understand discount procedures, gift certificates, and half-price sales.
- Excellent customer service skills
- Supervise and train volunteers
- Donations: Direct donors to correct drop off area according to day
- Process and stock new inventory: Tag, price, color code, size, and merchandize
- Maintain a visually aesthetic store



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- Learn all retail policies
- Opening and closing store
- Build email marketing list
- Attend and work special events/fundraisers throughout the year

**Hours per week:** Minimum of 8.75 hours, Up to 17 hours

**Salary:** Starting at \$12/hour depending on experience