

TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT WWW.CRIDERCENTER.ORG. YOU CAN ATTACH YOUR RESUME THERE. (IF YOU HAVE A COVER LETTER, INCLUDE THE COVER LETTER AND RESUME ALL IN THE SAME DOCUMENT)

Treasure Shop Assistant

Level 1 – Non-Exempt

Location: Troy

Hours: Monday-Friday 8am-4pm; alternating Saturdays

Salary: \$10.10/hour commensurate with experience

A. Description

Job responsibilities of the Troy Treasure Shop Assistant include:

Core Responsibilities:

- Pick-up and delivery of donated items. 10%
- Stock shelves. 40%
- Customer Service. 30%
- Operate cash register. 10%
- Act as Treasure Shop Coordinator in Coordinator's absence. 5%
- Other Duties as Assigned 5%

B. Qualifications

- High School graduate or equivalent.
- Ability to lift 50 pounds
- Excellent Customer Service skills
- Chauffeur's license.

C. Supervision

The TTS Assistant receives supervision from the Treasure Shop Coordinator.