| Job Title: | Retail Sales Associate | Department/Group: | Retail |
|---|---|---|---|
| Location: | Hightstown, NJ | Travel Required: | Local |
| Level/Salary Range: | Salary… | Position Type: | Full-time |
| Will Train Applicant(s): | Yes | Posting Date: | |

## RISE Core Values

Community
- Put our clients at the heart of everything we do/ provides client-centered care
- Treat clients as Family, not just a number
- Work creatively with local partners to provide the best services possible for our clients
- Develops trusting relationships with clients, staff, and resource providers

Compassion
- Respectful of everyone's view
- Seek to understand clients' priorities, needs, abilities, and limits.
- Actively listen and empathize with clients

Teamwork
- Exemplify a positive team spirit
- Ask for feedback from colleagues
- Listen and respond to feedback from colleagues
- Assist colleagues when needed

Adaptability
- Open-minded and willing to change and do things differently
- Listen and respond to feedback from clients, volunteers, and colleagues
- Willing to do what's needed on any given day, even if it is not in the job description
- Open to learning and growing and considering new ideas
- Ability to multitask

Integrity
- Open and honest with clients
- Maintain client confidentiality
- Don't make promises to clients
- Open and honest with colleagues
- Promote the reputation of RISE within the community

## Job Description

### ROLE AND RESPONSIBILITIES

- Keep the store clean and organized, stocking the shelves, maintaining sales floor appearance and merchandise.
- Greeting customers and directing them to merchandise.
- Ring up sales and arrange for delivery or pick-up for customer's order.

### PREFERRED SKILLS AND QUALIFICATIONS

- Interpersonal skills are critical to create and maintain a positive, optimistic, happy environment for customers and staff.
- Patience and empathy.
- Bi-lingual
- Ability to work for extended periods of time, walking and standing the entire time.
- High-energy and friendly personality.

### ADDITIONAL NOTES

| Last Updated By: | Name | Date: | Date |
|---|---|---|---|
| Approved By: | Name | Date: | Date |
| Contact: | Name | Email: | |