



Retail Production Associate Hourly, Part-Time

Summary: Under the supervision of the WEAVE Retail Director, and Store Operations Manager, The Production associate is responsible for retail production at the assigned store site. Assists with in-kind donations as well customer service. Knowledge of recycled clothing, sorting and pricing. The ability to work both independently and as part of a team.

Retail Operations

- Perform general retail duties including cashiering (as needed) and customer assistance;
- Demonstrate accuracy in cash handling all register transactions
- Ensure that work area is organized, clean and safe
- Pricing and sorting clothing donations
- Must be available on weekends

In-kind Donation Coordination

- Process in-kind donations for the store
- Assist with donations from donors, provides receipts and sorts incoming items
- Maintain documentation of donated goods and services
- Provide excellent stewardship and customer relations with all donors

Other Responsibilities

- Perform general retail clerk duties including cashiering, customer assistance
- Attend In-Service meetings, agency staff meetings, agency annual retreat, and other agency meetings as needed
- Other job duties as assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apply:

[https://OnePoint.EmployerNet.net/ta/WEAVE.jobs?TrackId=\[MyTrackingId\]&ApplyToJob=117449986](https://OnePoint.EmployerNet.net/ta/WEAVE.jobs?TrackId=[MyTrackingId]&ApplyToJob=117449986)

WEAVE is an Equal Opportunity Employer.

WEAVE makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.