



Employment Opportunity
Clothes Closet Associate

Position Overview

GoochlandCares Clothes Closet is looking for a part-time, energetic, competent, caring, and mission-driven person. This position is a minimum of 10 hours per week with the opportunity to work additional hours as needed to cover hours for other staff.

Essential Job Functions

- Provide excellent customer service to both clients and retail customers in a fast-paced environment
- Operate a Point of Sale System (POS) which is computer-based and requires attention to detail
- Perform basic computer operations using Microsoft products and train in additional computer skills
- Accept, sort, and stock donations as directed
- Maintain a clean and organized workspace

Requirements

- Commitment to the mission of GoochlandCares
- Basic computer skills (Microsoft products) and ability to learn additional computer skills
- Retail experience and POS experience preferred
- High school diploma or equivalent preferred
- Effective interpersonal and communication skills displaying a caring, tactful, diplomatic, and respectful attitude towards clients, shoppers, volunteers, and staff
- VA driver's license and good driving record
- Availability to work 2 or 3 shifts per week/total of 10 hours
- Ability to work one to two Saturdays per month (currently, due to the pandemic, we are closed on Saturdays)
- Fully vaccinated against COVID-19

Other Skills/Abilities

- Understanding that all employees participate in engaging volunteers to help fulfill our mission
- Effective skills in working with volunteers
- Ability to communicate effectively both orally and in writing
- Ability to physically perform essential job functions including heavy lifting up to 40 pounds and standing for long periods
- Ability to work in a high energy environment

To apply

Please send resume and cover letter to Rhonda Weaver, Clothes Closet Manager, at rweaver@GoochlandCares.org

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. GoochlandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.

GoochlandCares.org

GoochlandCares | 2999 River Road West | Goochland, VA 23063 | 804-556-6260