



**Title:** Retail Associate

**Location:** Significant Elements Architectural Salvage | 212 Center Street Ithaca, NY 14850

**Terms:** Part-time | In-person | \$16.50 per hour with opportunities to cross train, 20 hours per week, benefits to be discussed at interview

**Schedule:** Store hours are Tuesday - Friday 9:00am to 4:30pm, and Saturday 10:00am to 5:00pm. The schedule will be determined in conjunction with management and open to discussion.

### **Position Description:**

The Retail Associate position is responsible for excellent professional service with our customers and donors. All staff are dedicated to upholding Historic Ithaca's efforts to celebrate, sustain, and maintain the historic and yet-to-be historic resources for current and future generations through education, advocacy, and action.

### **Responsibilities:**

- Cash handling and payment processing
- Accurate point-of-sales (POS) entries for inventory, customer data, and sales
- Provide informed customer service: in-person, by phone, or email
- Donation intake and loading customer purchases
- Inventory processing including cleaning, sorting, assembly, measuring, etc.
- Assisting during pick-ups and deliveries

*Additional responsibilities include but are not limited to:*

- Contributing to a positive work environment
- Basic facility cleaning and maintenance
- Using basic information-gathering and research skills to solve hands-on problems
- Assisting in daily store functions

### **Requirements:**

- Basic computer literacy
- Ability to lift and move heavy objects with the assistance of coworkers and equipment
- Ability to complete handwritten forms
- Ability to follow written and verbal instructions
- Ability to handle customer interactions and potential issues/concerns courteously and professionally in person, on the telephone and through email

### **Preferred Qualifications:**

- Retail experience in hardware, building materials, antiques/vintage, or related fields is highly preferred.
- Experience working in fast-paced retail environment
- Furniture repair or restoration experience
- Experience using power and hand tools safely and appropriately

We value diverse experiences, including prior contact with the criminal legal system.

**Apply in person:** Please bring resume to 212 Center Street, Ithaca, NY 14850 during store hours

**Apply Online:** Please send resume to [info@historicithaca.org](mailto:info@historicithaca.org) with subject line

Retail Associate: [YOUR NAME]