



6244 El Cajon Blvd #5, San Diego, CA 92115

Clothing Store Associate

Job Description:

The Clothing Store Associate for a small nonprofit organization encompasses working with case managers from different organizations and direct clients, providing gently-used clothing and other necessities to individuals and families experiencing hardship in our community. Work site is a very friendly small office in the College section of San Diego.

Standards of Performance:

- Develops and maintains a clean, safe working environment
- Safeguards company property
- Consistently maintains acceptable level of productivity
- Requires punctual and regular attendance.
- Performs all duties in a manner that promotes team concept and reflects Sharia's Closet's mission, and core values of dignity, respect.
- Delivers excellent customer service at all times with both external and internal customers
- Works with a diverse population group. Treat everyone with justice and fairness, be impartial and treat everybody with respect
- Maintains strict confidentiality in all aspects of work

Job Duties:

- Oversees the sorting, and quality assurance of donations received
- Ensure quality guidelines are met (No rips, No stains, No dirty clothes,)
- Put clothing in appropriate location and attach size tags to merchandise
- Make e-mail and calls to case manager/client to pick up orders
- Maintained clean and organized appearance of boutique.
- Organized and re-stock clothing racks, shelves, etc.

Requirements:

- Having an engaging and friendly personality
- Must be polite and helpful
- Must be physically fit
- Knowledge of inventory techniques
- Ability to answer phone and take notes
- Must be vigilant at all times when attending to clients
- Must always go the extra mile in making the clients experience a memorable one