

JOB DESCRIPTION for Retail Associate – Part-time, 20 hours a week

The Significant Elements Retail Associate is responsible for sales, customer service, material processing, inventory control, and provides training support for the Work Preserve job training program.

Historic Ithaca (HI) is a well-established nonprofit organization, whose mission is to promote and preserve the built environment in Ithaca and throughout Tompkins County, as the “voice of preservation.” Historic Ithaca’s related business, Significant Elements (SE) is an architectural salvage retail store, open to the public, that supports the mission of the organization. An educational component of HI and SE is its Work Preserve job training program.

The position reports directly to the Significant Elements Manager, is part time, 20 hours per week and is onsite only.

Duties will include, but not limited to:

- Provide informed customer service: in-person, by phone, email, text, and social media.
- Material handling: donation intake and loading customer purchases.
- Inventory processing: sorting, cleaning, assembly, measuring, merchandising.
- Accurate POS inventory data entry and sales entry.
- Cash handling and payment processing.
- Assisting with pick-ups and deliveries.
- Supervise and train Work Preserve participants and volunteers in the processing of donated building materials, customer service, and retail skills.
- Performing routine facility maintenance including, cleaning, ice and snow removal, lawn, grounds.

Required skills and experience:

Experience in a retail environment, preferably in hardware, building materials, antiques/vintage, or related field.

Ability to communicate pleasantly, patiently and effectively with customers, donors, trainees, staff, volunteers and the public.

Ability to perform physical activities including: routinely lifting and moving 70 pounds, knowledge of safely moving larger objects, regularly walking up and down multiple flights of stairs, standing, and working outside in all seasons. The position is very active.

Curiosity and willingness to learn plus attention to detail. Have a good sense of humor and the ability to be flexible in different situations.

Experience working and solving problems independently without direct supervision. Ability to read, interpret, follow and give verbal and written instructions, and to legibly write and complete forms.

Ability to accurately measure and perform basic arithmetic and instruct others in measuring and basic arithmetic skills.

Experience supervising teams and individuals and working with diverse populations.

Ability to maintain safe practices in moving heavy materials while working alone or in a team. Must include ability to communicate clear plans for moving materials while using appropriate moving tools and strategies preventing harm to self, team, others, or property. **Additional skills not required but beneficial:**

- Online sales experience
- Experience working with youth
- Building renovation, restoration or maintenance experience
- Furniture repair or restoration experience
- Experience using power and hand tools safely and appropriately

Qualifications

HS diploma or GED required.

Background check required

Hours are based on Significant Elements' hours of operation: Monday through Saturday, 9 AM to 5 PM.

Wages: \$15.50 per hour to include vacation, personal time off and holidays. Grant funded position, one-year position with possibility of renewal. Staff development and training available; some are required and will be provided by employer.

Please forward a cover letter, resume to Susan Holland, sholland@historicithaca.org. Resumes accepted until position filled; interviews will be offered on a rolling basis.

Historic Ithaca is committed to providing equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.