

**Child Care Council ,Inc. has the following position available: Retail Sales and Business Support**

**Specialist**

**Job Requirements:**

Minimum High School Diploma or GED  
Excellent oral communication skills and customer service experience  
Ability to work on a computer using a minimum of Microsoft Office products  
Flexibility and ability to move quickly, from one responsibility to another as needed  
Clean driving record and daily access to a reliable licensed and insured vehicle  
Physical ability and strength to lift and move a minimum of 50 lbs  
Experience in dealing with people from a variety of cultures, ethnicity and life styles.  
Ability to follow directions, learn quickly and deal with change in job responsibilities as needed  
Skill in time management and organization of space and materials  
Experience and comfort dealing with a multi line phone system  
Attend monthly staff meetings and annual retreat  
Participate in Council visibility events  
Bilingual is helpful but not mandatory  
Child Care Council is an equal opportunity employer.

**Benefits:**

Benefits include but are not limited to 90% individual health benefits, life insurance, long and short term disability insurance, 403b plan, cafeteria plan, paid vacation & sick time, free parking, free Keurig beverage service

**Additional requirements related directly to the position:**

Experience working in retail sales  
Experience operating an electronic cash register, cashing-out and making appropriate change  
Ability to maintain on-time inventory  
Ability to re-design the stock quickly to accommodate unexpected merchandise receipt or sale  
Experience and ability to design attractive displays on the floor and in windows

***Position responsibilities:***

This position's major responsibilities are focused on the daily maintenance and operation of the Council's Repurpose and More Store; the daily receipt of funds received from customers for merchandise purchases, course registrations etc.; maintenance of the equipment used for the instruction of the First Aid and CPR classes offered at the council's main office; attractive and constant maintenance and display of donated materials throughout the store area; receiving recording and calling staff members to arrange pick-up of shipped materials; support for volunteers who provide assistance with mailings, sorting and other store or agency related activities; providing support for groups of young children from local schools or programs who come to the shop to do craft purchases and/or purchase materials; seek additional donation opportunities from local businesses and manufacturers; post special items on Facebook, Twitter and Craigslist as needed to increase business; inform branch offices of new merchandise availability and assist them in receiving new materials for sale at their locations; assist other staff members with classroom set-up or furniture moving as needed, bottle returns to the store and accept all other jobs as needed to support council operations.

**Salary \$10.40 an hour**

Interested applicants send resume' to: Child Care Council, Inc. 595 Blossom Rd. Suite 120  
Rochester, NY 14610 Attn: Anne Leone or email to: [a.leone@childcarecouncil.com](mailto:a.leone@childcarecouncil.com)