

**Retail Sales and Business**  
**Support Specialist @**  
**The Repurpose & More Store**

**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 for merchandise pickup
- Physical ability and strength to lift and move a minimum of 50 lbs
- Experience in dealing with people from a variety of cultures, ethnicities 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

**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

**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

**Salary: \$15.00 /hour**

Interested applicants send resume to:

or email to: [a.leone@childcarecouncil.com](mailto:a.leone@childcarecouncil.com)



**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.

Attn: Anne Leone  
Child Care Council, Inc.  
595 Blossom Rd. Suite 120  
Rochester, NY 14610

**Child Care Council, Inc is an equal opportunity employer.**