



Clothing Center Clerk

- Pay Level: \$12.55 per hour
- Hours: 28 hours per week, Monday through Saturday
**Year-round position, this position does not get laid off due to weather.*
- Work site locations: Prairie du Chien

The Couleecap Community Development department is hiring a Clothing Clerk for the Bargain Boutique located in Prairie du Chien who be responsible for front end clerk duties, sorting and pricing duties, and design and set up of displays. Responsible for maintaining areas in clean and orderly condition.

Benefits package includes:

- | | |
|------------------------------------|-----------------------------|
| – Holiday pay | – Vacation pay |
| – Sick pay | – Personal holiday pay |
| – Hazardous weather pay | – Annual increases |
| – Employer-matched retirement plan | – Advancement opportunities |

Couleecap is committed to hiring a diverse workforce from a wide range of backgrounds to enhance our organization and bring fresh ideas and perspectives to our agency.

Complete the online application process at
<https://www.couleecap.org/current-opportunities.html>

Application Packet Deadline: Wednesday, July 13th by 2:00 pm
For more information, please visit our website at: www.couleecap.org



Clothing Center Clerk



DATE ISSUED: May 2022

SALARY LEVEL: 9

REPORTS TO: Clothing Center & Food Programs Coordinator I

AREA OF FOCUS: Bargain Boutique

JOB SUMMARY: Responsible for front end clerk duties, sorting and pricing duties, and design and set up of displays. Responsible for maintaining areas in clean and orderly condition.

ESSENTIAL DUTIES & RESPONSIBILITIES: include the following.

Supports and upholds Couleecap's mission to fight poverty and promote self-sufficiency for individuals by helping to identify needs, mobilize resources, and provide quality services.

Assists Coordinator I in maintaining attractive, safe, and sanitary store.

Greets customers, provides excellent customer service, and operates cash register.

Assists in designing and installing of window and store displays; organizes merchandise into attractive cohesive display areas.

Assists in training volunteers in sorting, pricing, and displaying merchandise.

Assists in the pricing of clothing, collectibles, furniture and miscellaneous items in accordance with pricing schedules.

Assists in running of the food pantry.

Assists Coordinator I in pricing furniture and higher ticket items.

Shares responsibility for balancing the cash drawer at the end of the day.

Continuously contributes to the improvement of store.

Ability to understand, appreciate, and interact with people from all cultures or belief systems.

Other assigned tasks as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Requires one year of secretarial, vocational, trades, or semi-professional education beyond high school or equivalent, or 7 to 12 months' previous experience, or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend documents such as safety rules, operating instructions. Ability to verbally communicate with staff, volunteers and the general public.

MATHEMATICAL SKILLS: Ability to do basic addition, subtraction, multiplication, and division in all units of measures, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of U.S. currency, and weight measurement. Ability to calculate discounts and percentages.

REASONING ABILITY: Ability to apply procedures in diverse situations. Ability to exercise judgment in dealing with unusual or new customer and client situations. Ability to communicate problems and suggest solutions.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have access to reliable, licensed, insured vehicle with the ability to haul boxes and furniture.

OTHER SKILLS and ABILITIES: Knowledge of basic repair and maintenance, including cleaning methods and materials. Knowledge of basic office machines, including cash register and adding machine. Must possess beginning computer literacy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds and frequently must lift and/or move up to 25 pounds.