

# Peninsula Humane Society & SPCA

## Seasonal Sales Associate

**Job Title:** Seasonal Sales Associate (*November 20 to December 30\**)  
**Department:** Retail Services / Furchandise Store  
**Reports To:** Manager, Volunteer and Community Programs  
**FLSA Status:** Part-time (16-20 hours/week), Non-Exempt, Non-Union  
**Salary:** \$21.22 per hour

*\*Must have weekend availability*

**Summary:** Assist in the daily operation of the Furchandise retail store in the Hillsdale Shopping Center performing cashier functions, keeping regular inventory, merchandising and updating window and instore displays and providing superior customer service. Provide care for the adoptable cats on site, which includes feeding and cleaning.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Acknowledge each customer that comes into the store in a courteous and professional manner and perform all duties in a safe and efficient manner.
- Maintain visual displays of merchandise in a neat and organized fashion.
- Process sales utilizing the point of sales and credit card processing systems.
- Maintain an accurate and balanced cash drawer at all times and generate daily sales reconciliations.
- Stock merchandise and ensure proper placement on the selling floor.
- Sort and price merchandise in accordance with store guidelines.
- Maintain a presence on the selling floor to discourage theft.
- Assist in mentoring and training volunteers as needed.
- Works professionally with the public, customers and co-workers and volunteers.
- Transfer adoptable cats from Hillsdale to the Lantos Center on Sunday evenings.
- Feed adoptable cats.
- Provide clean water for adoptable cats.
- Keep cages and litterboxes clean.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

### **Qualifications:**

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.

Must also be available to work weekends. Upon hire, must pass a background check.

**Education and/or Experience:**

High school diploma or general education degree (GED); or one to three months related retail experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to customers, volunteers, and other employees of the organization.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Knowledge of computerized cash management system and ability to learn proper cash management procedures.

**Certificates & Licenses:**

Possess a valid California driver's license with a satisfactory driving record to be insured by PHS/SPCA insurance.

**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; walk; use hands and fingers to handle or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*

EOE/M/F/D/V/SO