



Greener Village

People Helping People

Unique Boutique Retail Associate

Greener Village is a charitable organization that has been caring for our Fredericton area community for almost four decades. Greener Village increases food security in the Fredericton and surrounding area through its inclusive programmes and services. Our Vision is to provide access to high-quality foods and other products in a setting that promotes dignity, choice and self-esteem. Servicing the Greater Fredericton Area, we provide food relief to approximately 2,000 families a month, approximately 5,500 people. We are committed to providing outstanding services to every person who visits our centre.

Position Purpose

The Unique Boutique store serves low-income clients and public customers. Unique Boutique Retail Associate will help the Unique Boutique to offer the best service to clients and customers.

Overall Responsibilities:

The RA is responsible for overall support in the day-to-day operations of Greener Village's Unique Boutique and sorting area.

General day to day responsibilities and duties:

These duties include but are not limited to the following:

- To ensure that customers entering the Boutique are made to feel welcome.
- To ensure that questions on Greener Village's origins, the boutique and the variety of goods available can be answered.
- If required, from initial conversation, to assist in locating specific items based on the customer's stated needs.
- To offer assistance to customers for "best buy" clothing options based on knowledge of clothing brand names, sizing and item quality.
- To ensure with assistance from the Store Front Manager that self, any other staff members and any volunteers working in the boutique have signed off on, understand and are following all Health and Safety policies and procedures and that policies are readily available for all to read.
- To ensure that all volunteers read, are conversant with and adhere to the volunteer handbook guidelines.
- To assist with and make suggestions for promotions, sales and boutique special days.
- When required, to open and close the Boutique. When closing, to ensure the security of the boutique and adjoining offices.

- To maintain clothing racks, shelving, counters, tables and customer change room in a clean, neat and orderly manner.
- To assist in the weekly / monthly inventory of all boutique items and to sort, price, refill / restock items as required.
- To open and close POS (Point of Sales) cash register(s). To be trained and become fully conversant with their operation and the counting of cash sales, the separation of coupons, charge slips and any vouchers and the daily balancing of sales to register readings.
- To recognize any security and theft risks and how to prevent them
- Ensuring that any incidents (safety and workplace injuries) are reported to the Boutique Manager in a timely manner and that the incident is documented for possible follow up.
- Attend regular meetings and any scheduled training sessions with staff and volunteers,
- To perform other duties as directed by the Boutique Manager or designate.

Experience and compensation

This position offers on the job training.

Job Type: Part-Time Permanent, with a starting salary of \$15/hr. Minimum 20 hrs / week

Schedule:

- As posted

How to Apply: After reviewing the job description, please email resume to claire@greenvillage.ca .

Strong applicants will be contacted as soon as possible to set up interviews. Applications will be accepted until position is filled.