



## Richardson Hospice Student Resale Store Associate

*The Richardson Hospice Resale Store is a non-profit resale operation supporting the mission of the Sharon S. Richardson Community Hospice.*

**Store Associate's Role Purpose:** Assisting normal day-to-day operations. All while adhering to company policies, ensuring customer needs are met. Service is quick and efficient.

### **Store Associate's Job Duties:**

- Provide compassionate care and quality of life to all those in need.
- Helps oversee receiving and stock room operations to achieve responsive merchandise movement
- Helps customers by providing information; answering questions; completing payment transactions; preparing merchandise for pickup and delivery
- Maintains a safe and clean store environment
- Discusses any major changes with store manager for approval before implementation

### **Skills/Qualifications:**

Customers want to see someone who is passionate, informed, confident, tactful and patient; an energetic person with solid work ethic who is resourceful and can think on their feet and find a way to get the job done.

### **Working Conditions**

- Physical Requirements: Frequent ambulation; bending, lifting up to 50 lbs. with assistance, twisting, pushing and pulling. Climb up and down stairs; able to sit for extended periods of time; manual dexterity to operate computer and other office equipment.
- Mental Requirements: Read, speak, write and understand English; cognitive ability to add, subtract, multiply, divide and ability to work independently with indirect supervision.
- Working/Environmental Conditions: Fast-paced changing environment, with multiple directives from several disciplines.
- Exposures: Reasonably anticipated exposure to hazardous equipment, assorted chemicals, gases/vapors and other pollutants as in a normal office environment. Possible exposure to patient pets.

### **OTHER PERSONAL QUALIFICATIONS**

1. Positive interpersonal relationships
2. Self-directed
3. Sensitive to needs of others without being judgmental

I have read and understand the requirements of this position. I further understand that this is a summary of job responsibilities and does not imply contractual relationships of any type and furthermore is subject to change in order to meet organizational needs.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Employee)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(SSRCH Representative)