

## Job Posting – Thrift Store (Rescued & Restored) Sales Associate

Eagles Nest is looking for someone to join our team as a Sales Associate. Along with the skills needed to work in a team and an openness to learn, this individual needs to align with our values and be passionate about working for an organization committed to making a difference in the lives of others.

**Overview Eagles Nest:** Eagles Nest is a registered charity located in Waterdown. For over 20 years Eagles Nest has been working in our community, equipping people with tools to create a healthier future. We work with individuals and families looking to make those changes happen in a supportive and positive environment. We help people care for their mental health, understand themselves, and learn new tools for healthy relationships. Our professional and caring staff and volunteers offer counselling, coaching and support programs to adults, youth and children. All services and programs are fully subsidized or a minimal cost, making them accessible to everyone.

Rescued & Restored, is our charity thrift store that sells donated antiques, furniture, household items, books, and clothing. All the proceeds from the store support the operating budget of Eagles Nest charity, making it possible to offer our services and supports to families.

**Job Description:** The Sales Associate will work one shift a week, supporting other staff with the day-to-day operations of Eagles Nest's Thrift Store (Rescued & Restored), located in Freelon, ON. The individual will report to the Store Manager. **Please note: all shifts are on the weekend and will be primarily scheduled on Sundays.**

### Responsibilities:

- Ensure store policies and systems are followed
- Help to open and close the store, ensuring security and safety
- Receive, organize, and sort donations
- Price donations according to established guidelines
- Operate cash and complete daily reports
- Work with volunteers during scheduled hours
- As needed, assist with coordination of donation drop-offs and purchase pick-ups
- Maintain good housekeeping practices
- Answer phone and email in a timely and professional manner
- Assist with photography and posts for online store
- Collaboratively work with other staff to make improvements in sales and overall operations

### Required Qualifications:

- Ability to work independently as well as effectively in a team-oriented environment
- Strong communication and interpersonal skills
- Ability to manage time effectively
- Retail and customer service experience are an asset
- Physically fit: Ability to push, pull, bend, crouch, twist, as well as lift and carry up to 50lbs in a safe manner
- Proficient in Microsoft Office XP (Word, Excel & Outlook)
- Confident in posting photos and text to an online platform
- Experience using Square and Shopify are an asset
- Must be available to work weekends
- Must be a resident and eligible to work in Canada

**Start Date:** Immediate

**Hours:** 8 hours per week, with possibility for additional shifts to cover vacation time of other employees

**To apply:** Please submit a cover letter and resume to [careers@eaglesnestwaterdown.ca](mailto:careers@eaglesnestwaterdown.ca). We thank all applicants for their interest; however, we will only be contacting those selected for an interview.

Eagles Nest is committed to fostering an inclusive and accessible workplace. In accordance with the Accessibility for Ontarians with Disabilities Act, on request all reasonable accommodations will be provided to support participation in all aspects of the recruitment and hiring process and in performing the assigned responsibilities.