

## 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 with over 20 years of experience supporting the Hamilton and Halton communities. We are dedicated to removing barriers to mental health care by offering affordable, accessible services that foster resilience and well-being in individuals, families, and communities. Our professional team provide therapy, coaching, and support groups for adults, youth, and children.

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 a minimum of 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 Supervisors.

### 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:** an agreed upon start date prior to August 31<sup>st</sup>

**Hours:** min. 8 hours (one shift) per week on weekends, with possibility for additional shifts

**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.*