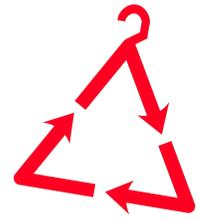


# Store Associate



**Job Title:** Penn Closet Store Associate

**Reports to** Penn Closet Executive Director and Director of Marketing

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## Job Purpose:

[Penn Closet](#) is one of ten student-run businesses operated by Penn Student Agencies. Serving as a thrift store on Penn's Campus, Penn Closet offers a way to reduce waste and open conversations about a circular economy by reselling new or slightly used items. Our business model provides opportunities for individuals to recycle items they no longer need or want to use and opportunities to learn about sustainability. Our pricing model provides a lower-cost option for those on a budget. The Penn Closet Store Associate supports the store by assisting in its daily functions, maintaining its physical storefront, processing transactions and deposits, providing excellent customer service, sorting inventory, assisting in e-commerce shipping, and participating in different initiatives to engage the campus community.

## Expectations

- Help customers and provide quality customer service
- Process transactions through the store register
- Open and/or close storefront
- Sort and shelve donations according to inventory policies
- Participate in pop-ups and collaborations
- Be knowledgeable about Penn Closet and Penn Student Agencies and be ready to answer questions about it
- Support e-commerce operations, such as packaging, shipping, and inventory maintenance
- Available for other duties as assigned

## Attendance Requirements

- Attend all scheduled weekly shift on time
- Monthly one-hour staff meetings and office hours as determined by the director team
- Minimum 50% of PSA Semesterly GBM's (at least 2 GBMs per semester)

## Preferred Experience & Skills

- Individuals with a passion for sustainable fashion and advocacy for responsible consumerism and waste
- Individuals who demonstrate creative skills/thinking and have experience in thrift-shopping
- Experience with Poshmark and/or similar platforms preferred
- Employees with a cheery and approachable demeanor, who are able to engage in conversation and customer service

## Acquired Experience & Skills

- **Social Entrepreneurship Experience:** as a recently created non-profit with an environmental mission, Penn Closet is the perfect introduction to a business model whose primary aim is to generate positive change and address a social issue.
- **Sustainable Business Practices:** Penn Closet strives to be as green as possible in every step of the way, from marketing to sourcing storefront items. As an employee, you will learn to solvent the typical obstacles of a small business in a way that does not compromise the planet nor its people.
- **Interpersonal Skills:** as the main point of contact with our customers, you will develop crucial communication skills. You will also learn to work with a small team in which your voice is highly valued and impactful.
- **Networks and Resources:** as part of PSA and SSAP, you will be able to network with members of other PSA agencies, SSAP, Student-Run Business Association, and frequent collaborators of Penn Closet. Store associates will also be able to utilize resources and attend professional, academic, and social events hosted by both organizations.
- **And many more!**

**Wage:** \$8.00 per hour. Seniority level compensation acquired each year.

**Hours:** 4-7 hours per week