



Sales Floor Associate

Indianhead Community Action Agency, Inc.
Ladysmith, WI

Position: Sales Floor Associate

Description: This is a part time, (29 hours/week), non-exempt position responsible for receiving donations, maintain a clean, safe environment for staff and clients. Will assist with placement of inventory on store floor. To act as an Ambassador to the Agency and to reflect all Agency matters in a positive way.

Summary of Duties: Other duties may be assigned along with assisting with receiving donations. Assist with preparation of donations and placement on floor. Check racks and displays for neatness and accuracy. Assist customers on the sales floor and in food pantry. Operate cash register accurately. Maintain cleanliness of store. Cheerfully greet entering customers and inform them of sales/specials. Assist in unloading trucks and storage of food in pantry when necessary. Track weight of all food donations. Assist customers as requested. Assist with pickup and deliveries of donations. Assist with Paper 4 People project. Assist with recycling programs. Provide general cleaning support. Notify supervisor of needed repair/replacements.

Non-essential Duties and Responsibilities: Attend all staff/volunteer meetings. Cross trained in all departments of the store including food pantry.

Starting Wage: \$10.00 per hour.

To be considered for an interview, applicants must submit: ICAA Application, Resume, Cover Letter, Letters of Recommendation, References, Transcripts, and Verification of Degree.

To Apply send the above documents to: recruiter@indianheadcaa.org

ICAA, ATTN: Recruiter
1000 College Avenue West
Ladysmith, WI. 54848

Phone: 715-532-4222, Fax: 715-532-1550

www.indianheadcaa.org

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.

