



Merchandising Associate

DEPARTMENT:	Operations and Merchandising
REPORTS TO:	Store Manager
STATUS:	EXEMPT – Full Time
HOURS:	40 HRS. / WEEK; occasional weekend work required

NATURE OF POSITION

Responsible for managing all back of store operations. Processes clothing donations, tracks inventory needs, supervising backroom volunteers and managing all back of store operations. The Merchandising Associate is part of the store team and works closely with the Store Manager and Warehouse Manager to create a thriving, efficient and positive environment to achieve the Clothes To Kids mission, vision and values.

Job Skills

- Leadership: Keep backroom volunteers trained, engaged and motivated; resolve conflicts and make decisions
- Time Management: Work with and train backroom adult and youth volunteers, manage and maintain inventory, greet donors, stock and maintain high quality merchandise on store floor for shoppers
- Computer able with word, excel, adobe, CTK shopping database

Manage and Maintain Incoming Inventory

1. Monitor deliveries and record in-kind donations and clothing drives
2. Supervise and train backroom volunteers (both adult and youth)
3. Empty and help oversee outside donation bin

Coordinate Backroom Procedures

1. Sort and tag incoming merchandise
2. Restock and maintain merchandise inventory levels
3. Mending/laundry
4. Selecting of extras

Volunteers

1. Understands volunteer positions, trains all new volunteers for regular shifts for backroom tasks

2. Works in collaboration with Store team to coordinate group volunteer requests and schedule accordingly with Directors of Operations and Development; work alongside groups and encourage meaningful and engaging tasks
3. Develop good relationships with volunteers
4. Ensure both adult and youth volunteers sign-in accordingly and track hours

Store Floor and Maintenance

1. Restock, organize and straighten daily
2. Quality checks using Clothes To Kids procedures
3. Seasonal changeovers
4. Assist Store Manager in the daily maintenance of the store: including floor and carpet cleaning, dusting, lighting, air filters, decorations/mannequins, help with restocking and maintaining "Extra" items, jewelry and other store displays

Cross-Trained on Shopping Database/Assist with Front of Store

1. Able to do basic tasks on ClotheTrack (CTK Database), including making appointments and checking schedule
2. Cross-trained and serves as backup supervisor when Store Manager is out of the store
3. Works in collaboration with Management Team on both back of store operations and procedures as well as the front of the store

Development and Marketing

1. Records and follows procedures for recording and thanking in-kind donors (services, tangible items) within ClotheTrack
2. Promotes, participates and attends organizational events and specific collection drive campaigns also including events/fairs/activities on behalf of Clothes To Kids which may occur on some nights and weekends

Job Requirements:

- Must be 18 years of age or older
- High School diploma or equivalent; bachelor's degree a plus
- Past retail experience preferred, but not necessary
- Should be a people person. Strong customer service and verbal communication skills
- Able to multitask and trouble shoot in sometimes hectic situations
- Willingness to work a flexible schedule including Saturdays
- Ability to: lift 25 lbs. occasionally; kneel or squat frequently; push or pull 50 lbs. over 200 ft. occasionally; stand for extended periods of time; climb ladders occasionally

Represent Clothes To Kids and assist shoppers by assessing their needs and helping them find the right wardrobe items and services serving the CTK mission, vision and values.

Other Duties: Assist with other duties as deemed necessary and assigned

About Clothes To Kids

Clothes To Kids provides new and quality used clothing to low-income or in crisis school-age children, free of charge. Students eligible for free or reduced priced lunch or in crisis are able to “shop” at Clothes To Kids. Clothes To Kids is privately funded and relies on monetary and clothing donations from the community to sustain operations. Since 2002, Clothes To Kids has distributed more than 210,000 wardrobes to children in need. Clothes To Kids has three stores to serve greater Tampa Bay – Clearwater, St. Petersburg, and Tampa. In 2023 more than 16,411 school wardrobes provided! www.clothestokids.org

To apply

Email resume to Amanda Saft, amandas@clothestokids.org with the subject line of: OPEN POSITION: Merchandising Associate. No phone calls, please.