



Retail Shop Staff, Part-Time Warwick, RI

The Part-Time Retail Shop Staff member at Girl Scouts of Southeastern New England is responsible for providing excellent customer service, assisting with sales, and maintaining the overall appearance and organization of the Girl Scout retail shop in Warwick, RI. This role supports the mission of the Girl Scouts by ensuring that members, volunteers, and customers have a positive shopping experience.

Key Responsibilities:

- Customer Service
 - Greet and assist customers in a friendly and professional manner.
 - Provide information about Girl Scout merchandise, uniforms, and supplies.
 - Handle customer inquiries and resolve issues promptly and courteously.
- Sales and Transactions
 - Process sales transactions accurately using the point-of-sale (POS) system.
 - Upsell and cross-sell products to meet sales targets.
 - Handle cash, credit, and debit transactions securely.
- Inventory Management
 - Assist in receiving, unpacking, and stocking merchandise.
 - Conduct regular inventory counts and report discrepancies.
 - Ensure shelves and displays are well-stocked and organized.
- Store Maintenance
 - Maintain cleanliness and orderliness of the retail shop.
 - Assist in maintaining the back stock room and setting up merchandise displays on the sales floor.
 - Ensure compliance with health and safety regulations.
- Administrative Tasks:
 - Assist with special orders and online sales processing.
 - Participate in staff meetings and training sessions.
 - Perform other duties as assigned by the Retail Shop Manager.

Qualifications:

- High school diploma or equivalent.
- Previous retail or customer service experience preferred.
- Excellent interpersonal and communication skills.
- Basic math skills and experience handling cash transactions.
- Ability to work independently and as part of a team.
- Flexibility to work various shifts, including evenings and weekends.
- Knowledge of Girl Scout programs and products is a plus.

Girl Scouts of Southeastern New England | 500 Greenwich Ave., Warwick, RI 02886
401-331-4500 | CustomerCare@gssne.org | gssne.org



Physical Requirements

- Ability to stand for extended periods.
- Ability to lift and carry up to 25 pounds.
- Ability to perform tasks that involve reaching, bending, and stooping.

Benefits

- Employee discount on merchandise.
- Opportunity to support the Girl Scout mission and make a positive impact on the community.

How to Apply

Interested candidates should submit their resume and a brief cover letter to shop@gssne.org or apply in person at the GSSNE Shop, 500 Greenwich Ave., Warwick, RI.