

# Penn Closet Associate

**Job Title:** Penn Closet Store Associate

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



## Job Purpose:

Penn Closet is one of nine student-run businesses in 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 lightly used items. Our business model provides opportunities for individuals to put items they no longer need or want to good use, lower cost options to students on a budget, and opportunities to learn about sustainability. The Penn Closet Store Associate supports the store by assisting in its daily functions, maintaining its physical condition, processing transactions and deposits, providing excellent customer service, sorting and cleaning inventory, and participating in different initiatives to engage the campus community.

## Expectations

- Help customers and provide quality customer service
- Process transactions through store register
- Open or close storefront
- Sort, price and shelf donations
- Attend staff meetings as scheduled by the Penn Closet Directors
- Participate in pop-ups and collaborations
- Be knowledgeable about Penn Closet's mission and be ready to answer questions about it
- 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 directors (no more than one per month at the same time as monthly meeting)
- Minimum 50% of PSA Semesterly GBM's (at least 2 GBMs per semester)

## Preferred Experience & Skills

- Seeking employees who are passionate about sustainability and eager to advocate for responsible consumerism and waste
- Individuals who actively educate themselves about waste and the impact of the textile industry on the planet
- Employees with a cheery and approachable demeanor, who are able to engage in conversation with those who want to learn more about Penn Closet and its mission

## 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.
- **And many more!**

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

**Hours:** 5-7 hours per week