

**Title:** PAWS Associate  
**Reports to:** Paws Store Manager

**Status:** Part-time  
**Classification:** Non - Exempt

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#### POSITION OBJECTIVE

To serve customers through direct selling as well as store support functions such as restocking, receiving, and merchandising. Position hours are typically 11am-4:30pm, during the school year as well as summer months. Some summer days and occasional school days might have full day work requirements.

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#### ESSENTIAL FUNCTIONS

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

- Operate point of sale system to complete sales and return transactions
  - Help customers find merchandise, know the school uniform and supply requirements
  - Receive (including count and enter into point-of-sale system), tag and place new merchandise in the store or stockroom
  - Maintain inventory back stock in neat order and note when stock is low
  - Restock the sales floor as needed
  - Rotate stock and assist in design of product display
  - Maintain an accurate inventory database through regular physical counts and adjustments
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#### SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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#### QUALIFICATIONS

- Detail oriented and extremely organized
  - Enjoys working with others, helping customers, and interacting with students
  - An accessible and approachable person
  - Dependable, trustworthy, hard-working, flexible, and able to multi-task
  - Able to learn the store's point of sale system
  - Proficient in Microsoft Office products
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#### PHYSICAL REQUIREMENTS

- Stand for extended periods of time.
  - Required to sit, talk, hear and visually intercept visitors.
  - Turn, bend, reach and climb a ladder.
  - Be able to occasionally lift up to 30 lbs.
  - Works in a traditional climate-controlled office environment.
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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

Qualified candidates should send a cover letter and resume' to [employment@parish.org](mailto:employment@parish.org)