



Part Time Sales Associate/Key Holder Position
637 Wheeling Avenue | Cambridge, OH 43725

Who are we: Black Cat Vintage is more than just a Vintage Shop, we live by our mission: To provide the best service, and product selections for the community that we serve. We empower our vendors, our customers, and our employees. We also live by our amazing core values; Integrity, Loyalty, Customer Awareness, Team Leadership, Creative Thinking, Communication Skills, and Respect for Others.

Job Title: Part Time Sales Associate/Key Holder

General Job Description: The part time sales associate/key holder position is responsible for making sure our customers and vendors are happy, and to follow the set guidelines for Black Cat Vintage. Providing excellent customer service at all times and following all major duties and responsibilities.

Major Duties and Responsibilities:

- Greet all customers immediately with a smile and engage in conversations when the opportunity arises.
- Handle all comments, concerns, and questions while on shift. You may escalate to leadership as needed.
- Be aware and able to respond to any safety issues that may arise.
- Be on time for your shift
- Aid customers in locating merchandise in the store.
- Communicate any problems that deserve attention to the owner.
- Follow all changes notified to you by the owner of the shop. Changes happen in this position and you must always be willing to adapt to change within the organization.
- Maintain a clean and orderly working environment, adhere to cleaning checklist. This includes bathrooms, windows, counter, etc.
- When downtime occurs, you are completing tasks that are meant for down time. (Stamping bags, sweeping rugs, take hangers back to booths when clothing sells, etc.)
- If there is someone interested in renting a vendor space, you are responsible for giving them the policy guidelines/dealer application form and encouraging them to reach out to the management via email for any major questions or concerns.
- You are responsible for maintaining your quail account, and remembering your passcodes to get into the system when you clock in.

- Completion of Opening Procedures and Closing Procedures in complete adequacy depending on your shift time. (Includes taking trash to dumpster & taking deposits to the bank.)
- Balance the cash drawer/daily sales for opening shifts, and closing shifts.
- You are responsible for keeping your keys for locking, unlocking the front door. If these keys are become lost, you will be responsible for replacing those keys.
- If you receive three write ups, your employment with Black Cat Vintage will be terminated.
- Complete all steps to the Black Cat Check Out Process in an Efficient and Timely Manner.
- Responsible for contacting the vendors who have chosen to be added to our call list for better pricing, if a customer is asking for better pricing.
- Maintaining our database for tax exempt customers when they request to be tax exempt, filling out forms, adding to quail, etc.
- Stay informed on current sales, marketing campaigns, and events.
- Stay informed on what is going on within the shop, where vendors items are located, what booths looked like when you first opened so that you are able to tidy up shop throughout the day/evening.
- Keeping a close eye on the security system. Watching for shop lifters in all the hot spots.
- Responsible for handling tough situations if they arise. (Theft, Un-Happy Customers, Customers attempting to complete returns, etc.)

Qualifications for the Job:

- Meet Service, Quality, Speed and our Core Values
- Embody the culture of our shoppers here in Guernsey County.
- Be able to work variable shifts according to availability.
- Must have reliable transportation and be on time for your scheduled shifts.
- Previous Sales, Retail, or related experience, preferred.
- Basic computer skills (Mac IOS System is what is used at Black Cat Vintage)
- Strong verbal communication skills.
- Ability to organize, break down, and clearly articulate complex thoughts, ideas, and instructions.
- Strong ability to take initiative and confidently direct customers interactions.
- Enjoys circumstances where the right answer isn't always obvious and gets satisfaction out of helping others.
- Able to separate themselves in a frustrating situations and guide customers to efficient solutions.
- Strong organizational and time management skills.
- Ability to work in a self-directed way.
- Able to work in a fast-moving environment.
- Ability to manage cash

Terms:

- Part-Time hours are assigned on a Monthly Basis.

- Weekday, Weekend, and Evening availability is required. Store hours are 11:00 a.m. – 6:00 p.m. Monday-Saturday. Sundays 12:00 p.m.- 5:00 p.m.

To Apply: Submit your application and small paragraph as to why you would like to work at Black Cat Vintage to blackcatvintageohio@gmail.com .

Black Cat Vintage Job Application

Part-Time Sales Associate

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write NIA

Name (First, MI, Last)				Social Security Number			
Mailing Address							
City, State, and Zip Code							
Telephone				Alternate Phone			
If under 18, please list age				Email			
Job Type							
Days/hours available to work							
<input type="checkbox"/> I have no preference.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:		<input type="checkbox"/> Full-time job		<input type="checkbox"/> Part-time job		<input type="checkbox"/> Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin	
Additional Information							
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:							
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				Driver's license number		Issued in what state?	
Do you have transportation to/from work?						<input type="checkbox"/> Yes	<input type="checkbox"/> No

Education				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				
College or Business or Trade School				

Work Experience*Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.*

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Company

 Yes No

	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer?

 Yes No

Work Experience (continued)

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No**References***Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.*

1.

2.

3.

4.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature

Date