

# perennial

community workshop + store  
www.perennialstl.org

Perennial's mission is to build a creative culture of sustainability in which discarded items are transformed into valued and cherished resources.

## Job Posting: Shop Specialist

Application Deadline: January 31<sup>st</sup>, or until filled

### Overview of Perennial:

A 501(c)3 social enterprise, Perennial is a community workshop and store in St. Louis, MO that offers educational programming in creative reuse to diverse populations and sells handmade DIY kits and eco-friendly project supplies. Perennial's mission is to build a creative culture of sustainability in which discarded items are transformed in to valued and cherished resources.

### Shop Specialist Job Summary

The Shop Specialist is responsible for maintaining the look + inventory of Perennial's retail area, as well as providing customer service to Perennial visitors. The Shop Specialist works to further Perennial's mission by creating enticing displays that successfully engage people in purchasing creative reuse supplies and by increasing community familiarity and understanding of the organization. We are looking for someone who is excited about reuse to help us take our shop to the next level and meet retail sales goals. Please note this is a part time position specifically for consistent Saturday help.

### Retail Job Duties

- Act as front-of-house during Saturday open hours, 11a-5:00pm
- Assist customers visiting the shop by providing them with an overview of Perennial and processing transactions through Square Register.
- Maintain look of Perennial's main retail display, including DIY kits + tools, bulk apothecary items, and salvaged project supplies.
- Maintain inventory of DIY kits + tools and eco-friendly products and communicate when inventory is low so products can be made and/or ordered
- Develop signage and pricing for retail displays
- Accept supply donations and sort donations as they arrive to incorporate them into our supply of salvaged supplies for sale
- Organize + maintain Community Basement retail area

### Other duties:

- Answer phone calls, check voicemail, and return calls or communicate messages to appropriate staff.
- Open and close the building; set alarms; disinfect surfaces
- Shop cleaning tasks shared by all Perennial staff
- Work with Woodshop Specialist to develop custom displays as needed

### Qualities and Qualifications in a preferred candidate:

- 1+ year of retail/customer service experience
- Loves to organize
- Passion for sustainability
- Proactive/independent

**Work Schedule:** This is a part time position; 6 hours per week. Applicants must be consistently available on Saturdays from 11:00-5:00

**Pay:** \$15 per hour, 6 hours per week

**To Apply:** Send cover answering why you want to work at Perennial and confirms that you are interested and available to work Saturdays from 11-5, resume, and a list of three references to Program Director Tara Morton at tara@perennialstl.org