



## Burnside Boutique Store Assistant

### Job Summary

Burnside Boutique is a friendly, neighbourhood thrift store operated by the Burnside Gorge Community Association, located at 350 Burnside Road East. Every purchase and donation support programs and services for children, youth, families, and seniors in our community. We are more than a store—we are a hub for connection, reuse, and social good in the Burnside neighbourhood. We are looking for an enthusiastic and reliable assistant to support the day-to-day operations of the store.

If you have an interest in social media and marketing, Burnside Boutique can also offer hands-on experience and training in this area. This is not a required part of the position, but it's a great opportunity for anyone who's passionate about social media and wants to build their skills.

### Key Responsibilities:

- Greet and assist customers with a welcoming attitude
- Sort and organize incoming donations
- Help price items and restock shelves
- Maintain store tidiness and displays
- Assist with cash handling and basic transactions
- Provide support during special events or sales as needed
- Conduct light cleaning duties as required (weeping, dusting, disinfecting)
- Assist with maintaining Burnside Boutique's social media presence by sharing occasional posts and stories about new arrivals, promotions, and behind-the-scenes moments.

### Qualifications and Skills:

- Must be on income assistance or PWD to be eligible for this position
- Friendly, dependable, and enjoys working with people
- Comfortable on your feet and able to lift light to moderate items
- Interested in thrift culture, sustainability, or community building
- Able to work independently or as part of a team
- Familiar with social media platforms

### Training Opportunities:

- POS / Clover
- Cash handling / preparing deposits
- Store opening and closing procedures
- Funds available for further training that related to retail sales, customer service or social media work

### Hours:

The Boutique is open Wednesday to Sunday 12 to 5 pm. Weekend work is mandatory. This is a contract position for 240 hours ending March 31, 2026

**Compensation:** \$3600 (for 240 hours)

**Reports To:** Store Manager

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