

**Summary**

The Encore Shop Assistant regularly performs critical assigned projects and tasks that help to ensure the operational efficiency and program purposes of the Fairhill Partners and its staff, visitors, clients, patients and tenants, to the best of his/her ability.

**Responsibilities**

- Sorts and judges items suitable and qualified to be sold in the Fairhill Encore Shop;
- Greets customers of the Encore Shop with respect and enthusiasm;
- Exhibits a familiarity with the Fairhill Partners Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

**Qualifications**

- Must be a high school graduate or GED equivalent; preferably with two (2) to three (3) years experience in related field;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrate strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Professional appearance, attire and demeanor;
- Ability to work willingly in a team by assisting co-workers as needed.