

Gold Mine

Gold Mine Consign Retail Associate

POSITION INFORMATION

Title: Gold Mine Consign Retail Associate

Type: Full-time, year-round, non-exempt position

Location: Ketchum, Idaho

Reports to: Daniel Velasco, Retail Manager

Compensation: \$20/hour

Benefits: 85% of health insurance premium paid by employer, retirement plan with 2% match, paid vacation, holiday, sick, bereavement and jury time, employer-paid AD&D policy. Voluntary vision, short-term disability and dental plans.

Special Instructions: Successful applicants must be able to complete a criminal background check.

JOB SUMMARY

This individual provides critical retail store support by assisting customers with their shopping, restocking, merchandising products and utilizing the Ricochet Point of Sale System for checking customers out. Along with retail support, the position also assists with approving consignments from consignees, supporting consignees with their Ricochet accounts and processing clothing for the retail floor.

The primary objective is to maximize the sales generated by items as part of the Gold Mine family in delivering outstanding customer service.

DUTIES AND RESPONSIBILITIES

The Gold Mine retail stores are recognized as a vibrant and eclectic store for fashion, books, housewares, electronics, sports gear, children's wear, music, shoes, furniture, artwork, and a host of all things "Sun Valley." The Gold Mine stores not only generate operating funding for The Community Library (CLA) but is also a key social and cultural hub that encourages community sustainability by recovering secondhand goods.

The successful candidate will be able to process sales quickly and accurately while providing excellent customer service in a busy retail work environment. Additionally, the position will help keep the store orderly, assist with restock efforts, and merchandising.

The work requires a strong work ethic, solid customer service skills, ability to follow direction and a fun positive demeanor. Work is supervised by the Gold Mine Consign Supervisor and evaluated by the Gold Mine Retail Manager through supervisory conferences, observation of work procedures, and annual performance evaluations. The position will:

- Conduct retail sales.
- Assess and accept consignments from consignees.

- Provide impeccable customer service.
- Attention to detail and ability to handle multiple tasks at any given time.
- Regularly check and conduct work related communication through a CLA sponsored Teams application.
- Attend all department and CLA meetings.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work occurs primarily indoors and involves computer and math comprehension skills. Physical work requirements include stooping, reaching, standing, and moving a wide variety of clothing items.

REQUIRED QUALIFICATIONS

- Demonstrated ability to work in a team.
- Demonstrated ability to provide excellent customer service and remain courteous and cool in challenging situations.
- Demonstrated aptitude to learn Point of Sales software.
- Demonstrated ability to communicate with coworkers and supervisor.
- Demonstrated problem solving skills.
- Demonstrated ability to contribute to a spirit of diversity and inclusion consistent with the Library's aims.
- Demonstrated ability to work in a busy work environment.
- Bilingual skills in English and Spanish are advantageous.

APPLICATION INSTRUCTIONS

To apply, please send a resume, and three references as pdf attachments to bringit@comlib.org using the subject header "Gold Mine Consign_First Name Last Name". Please direct all inquiries to bringit@comlib.org.

Applications will be accepted through April 30, 2026.