

JOB OPENING AT CURRENT

Assistant Retail Associate | Shop & Customer Support

Location: 223 W. Main St, Washington, North Carolina

Position type: Part-time

Schedule: To Be Discussed, Both AM or PM Available, Afternoons to Evenings Preferred

Compensation: \$12-\$15 per Hour

Reports to: Owner and/or Retail Associate

About CURRENT

CURRENT is a thoughtfully curated retail and creative space in historic downtown Washington, NC. We bring together distinctive children's products, imaginative play, creative activities, workshops, and experiences for families.

We want our shop to feel welcoming, beautiful, organized, and enjoyable for both children and adults. Every team member contributes to that experience, often through small details that make a big difference.

About the Role

The Assistant Retail Associate supports the daily operation of CURRENT by helping customers, maintaining a tidy and inviting environment, restocking merchandise, preparing materials, and completing routine tasks.

This is an entry-level position. Previous retail or customer service experience is a plus. We are willing to train someone who is dependable, attentive, friendly, and eager to learn. Students studying the areas of arts, education, or entrepreneurship are encouraged to apply.

You will work under the direction of the owner or Retail Associate. We are looking for someone who follows through, takes pride in their work, notices what needs attention, and understands that keeping a shop running well requires both customer interaction and behind-the-scenes support.

Key Responsibilities

Shop Appearance & Tidiness

- Keep shelves, displays, counters, and customer areas neat and presentable.
- Straighten merchandise and return products to their proper locations.
- Help tidy the play space, miniature playhouses, toys, props, and shared materials.

- Assist with routine cleaning and maintaining a welcoming environment.
- Refill supplies and notify the lead when materials are running low.
- Help reset the shop after busy periods, activities, and events.

Customer Support

- Greet customers warmly and help them find products or direct questions to the appropriate team member.
- Assist with gift wrapping, bagging purchases, tagging merchandise, and other customer-service tasks.
- Learn about CURRENT's products, activities, and policies.
- Operate the point-of-sale system once trained and authorized.
- Maintain a patient, respectful, and helpful approach with children and adults.

Merchandise & Inventory

- Restock shelves and displays.
- Help unpack deliveries, organize products, apply price tags, and prepare merchandise for sale.
- Assist with inventory counts and keeping back-stock areas orderly.
- Notify the Retail Associate or owner about damaged products, low stock, missing items, or discrepancies.
- Help prepare displays for new products, seasonal changes, and promotions.

Creative Activities & Events

- Help prepare art supplies and activity materials for workshops and classes.
- Assist with setup and cleanup for creative activities, birthday parties, and private events.
- Replenish supplies and return tools and materials to their proper storage areas.
- Follow instructions for handling products, craft materials, and shared equipment safely.
- Help reset activity areas so they are ready for the next customer or group.

General Shop Support

- Complete assigned opening, closing, and daily maintenance tasks.
- Follow established procedures for cleanliness, safety, customer service, and handling merchandise.
- Communicate completed tasks, questions, and concerns to the supervising team member.
- Ask for clarification when unsure rather than guessing about a policy or customer request.
- Pitch in wherever needed to support the team and the overall customer experience.

Qualifications

What we are looking for

- A dependable, punctual person who follows through on commitments.
- A friendly, approachable attitude with children, parents, and other customers.
- Willingness to learn and accept direction.
- Good attention to detail and pride in keeping things organized.
- Ability to stay productive during quieter periods without needing constant supervision.
- A respectful, team-oriented approach and willingness to help where needed.
- Interest in retail, art, creativity, children's products, or community spaces.

Previous retail, customer service, hospitality, volunteer, school, or team experience is a plus. A positive attitude, reliability, and willingness to learn are essential.

What Success Looks Like

- The shop and play space remain tidy, organized, and welcoming.
- Assigned tasks are completed accurately and on time.
- Customers are greeted and treated respectfully.
- Merchandise and supplies are replenished and stored properly.
- Workshop and event areas are prepared and reset as directed.
- Questions and concerns are communicated promptly.
- The owner and Retail Associate can rely on you to make their work easier and help the shop run smoothly.

Ideal Candidate

You are helpful, observant, and willing to pitch in. You understand that a great customer experience depends on more than making a sale: it also depends on clean spaces, organized products, prepared materials, and a team that works well together.

You take direction well, but you also learn to notice what needs doing. You enjoy being part of a small, collaborative team and want to contribute to a place that families enjoy visiting.

Physical & Scheduling Requirements

The role may involve standing and walking for extended periods, reaching, bending, moving merchandise and supplies, and completing routine cleaning and setup tasks, with or without reasonable accommodation.

Availability requirements, including weekends, holidays, or occasional events, will be discussed during hiring. Availability to assist during after hours parties, private rentals, and other events is a major plus but not a requirement.

How to Apply

Please send a résumé, if available, or a brief introduction describing your experience, availability, and interest in CURRENT to info@downtowncurrent.com.