



## San Francisco Clean City Coalition Job Announcement

**Job Title:** Green City Store Associate

**Work Schedule:** Part-time, up to 20 hours per week, variable shifts Tuesday through Sunday

Applicants must be available to work weekends

**Pay Rate:** \$12.00 per hour

The SF Clean City Coalition (Clean City) is a non-profit organization that promotes and supports cleaning, greening, and beautification activities throughout San Francisco.

Clean City operates the Green City Store in the Excelsior neighborhood which includes tool rental, garden supplies, flowers & plants, and recycled goods. The tool rental inventory consists of mostly hand tools covering the areas of carpentry, concrete, electrical, floor & wall, gardening, mechanical, and plumbing.

### **Job Responsibilities:**

- Rental of tools
- Tracking status and condition of tools
- Retail sales of plants, flowers, second-hand furniture, and other goods
- Maintaining plant and flowers
- Following store policies and procedures
- Maintaining and promoting the use of the community bulletin board
- Other tasks and duties as needed

### **Qualifications:**

Tool and equipment knowledge preferred  
Computer literate (including Word, Excel); willing to learn Quickbooks POS  
Strong communication and organizational skills  
Commitment to excellence in customer service  
Ability to work with a wide range of people  
Knowledge of Spanish or Cantonese a plus

### **Please submit resume and cover letter to:**

Green City Store Associate  
Email: [info@sfcleancity.com](mailto:info@sfcleancity.com)  
San Francisco Clean City Coalition  
666 Toland Place  
San Francisco, CA 94124

Fax: (415) 552-9202

NO phone calls please!