

Floor Associate (Part-Time • In-Person) 3 Roles

Job Overview: Floor Associates are responsible for day-to-day customer service and maintaining the overall appearance and function of the retail space. They staff the central checkout as needed, assist customers in locating products and kiosks, help restock and “face” shelves in anchor areas, support quick cleanup and basic upkeep, and provide on-the-ground feedback about customer needs and vendor activity. These roles are scheduled in staggered shifts to ensure consistent coverage throughout operating hours and will be evaluated each quarter based on growth and store needs.

Responsibilities

- Greet and assist customers in a friendly, professional manner.
- Help customers find specific products, kiosks, and services within the store.
- Staff the central checkout as needed, following cash-handling and POS procedures.
- Restock shelves in anchor areas and help maintain clean, organized, well-faced displays.
- Support quick cleanup tasks (e.g., wiping surfaces, picking up items, managing small spills) to keep the space safe and welcoming.
- Communicate recurring customer questions or issues to the Operations Lead and leadership team.
- Coordinate with vendors on small, day-to-day needs (e.g., directions, simple questions about store procedures) while upholding Paradigm Place standards.

Qualifications & Experience

- Experience in retail, grocery, food service, or another customer-facing role is preferred but not required.
- Strong customer service skills—friendly, patient, and able to communicate clearly.
- Reliable, punctual, and comfortable working in a fast-paced, multi-vendor environment.
- Able to stand for extended periods and lift/move light to moderate loads (e.g., boxes, product crates) with reasonable accommodation.
- Comfortable working with basic technology (POS systems, simple apps, or digital checklists) after training.
- Must be available for in-person work in Braddock, PA, including evenings and weekends.

Compensation & Schedule

- **Hourly Rate: \$20.00 per hour**
- Part-time, staggered shifts to ensure coverage during store hours
- Role will be reviewed quarterly based on:
 - Store growth and traffic
 - Performance and reliability
 - Evolving operational needs

What We Offer

- A chance to be part of the launch team for a new community-focused grocery and retail hub.
- Direct experience in retail operations, customer service, and multi-vendor environments.
- A mission-driven setting centered on fresh food, local business, and community impact.
- Opportunities for additional hours and growth as Paradigm Place expands.

How to Apply

To apply, please submit:

- Your resume (or brief work history)
- A short statement or cover letter explaining: Why you're interested in working at Paradigm Place, any customer service or retail experience you have, and your general availability (days/times).

Send materials to: pgteam@paradigmglobalinnovations.com with the subject line:

“Application – Floor Associate, Paradigm Place – [Your Name]”

Deadline:
Jan 9, 2026.