

Courtney Retail Sales Group

Sales Associate
Edgartown, MA



Company Biography

Courtney Retail Sales Group has been family owned and operated for the past 45 years. Initially started as a general store, the business is now comprised of five retail stores that are managed by the two sons of the original founder. Our businesses are located on Martha's Vineyard, a small island approximately seven miles off the coast of Cape Cod, Massachusetts. The Vineyard gained international fame as home of the film "Jaws" during which the town of Edgartown was recreated as the town of Amity. Today the island is a seasonal, resort community that attracts visitors from around the world who enjoy its quaint villages and beautiful beaches as well as a variety of shops, restaurants, and excellent entertainment. The stores that make up our retail group include the following: Zinnias - located in Edgartown this shop sells casual women's and children's clothing as well as select gifts. Shirt Tales - one store in Edgartown and another in Vineyard Haven (6 miles from Edgartown) sell imprinted sportswear. The Paper Store - a main hub in Edgartown, this busy location offers everything from newspapers and magazines to beach chairs, suntan lotion, and any thing else visitors might need during their stay. Vineyard Scoops - a busy Edgartown store where homemade ice cream is sold along with coffee, tea, and cookies.

Work Dates and Pay Details

Position title: Sales Associate

Please make sure you are available to work according to the date requirements below.

Earliest start date: 20-May-10	Latest start date: 16-Jun-10
Earliest end date: 14-Sep-10	Latest end date: 20-Oct-10
Minimum time students must be available to work: 4 months	
Hourly wage: \$9.00	Tips? No
Description of position:	Company owns 6 different stores on Martha's Vineyard - 5 in Edgartown and 1 in Vineyard Haven. Students will work in 1 of the stores. Students must be flexible and willing to work hard as a sales associate in any of the stores. Specific location will be determined on arrival. The jobs at the stores include the following. Students asked to be willing to help customers and talk to customers at every location. Shirt Tales - retail sales of printed sportswear (sweatshirts, jackets, tshirts, short, skirts, gifts) Interest in fashion and merchandise are a plus. fun, upbeat, stores; ability to help coordinate outfits is helpful One store on Main Street, Edgartown. One store at main street, vineyard haven. Zinnias - retail sales of women's and children's clothing and select gifts. upbeat store with bright, casual clothing; ability to give fashion advise/opinions is a plus Scoops Icecream - A food service and sales position. Job includes scooping and serving ice cream, making sundaes, etc.. Students will also be responsible for inventory management Edgartown Paper Store - a general store. cashier; pricing and restocking inventory. Putting merchandise on shelves.
Specific qualifications required:	Students must be friendly and enjoy working with people - good communication and people skills. Students must be flexible and willing to work in any of the stores. Must be hard working and willing to do a variety of tasks, including cleaning the stores and lifting merchandise. Interest in fashion & merchandising is a plus; good organizational skills, willing to restock and order new merchandise when needed. Must be responsible. Experience in sales and using a cash register is a plus - good grasp of money and able to make change fast. A sense of humor is a plus.
Estimated weekly wage (incl. tips): \$0.00	Bonus: None
Conditions of bonus:	
Average hours for last year's students? 30 Hours	Maximum weekly hours allowed: Not specified
Minimum average number of hours? 35 Hours	Possibility of getting more than average hours: Average
Students get the most hours in: July, August, and September	Students get the least hours in: May, October
How often are students paid? Every Two Weeks	
Do you pay overtime? Yes	If yes, after how many hours per week do you pay overtime? 40 Hours
Does your company only operate weekends before or after specific dates? No	
If yes, what are the dates?	
Position location: PO Box 266 Edgartown MA 02539	

Other Job Details

Minimum english level: Advanced

Description of working conditions:

Will job duties be different at the beginning of the season? Yes

Other Job Details

If yes, provide details of specific job duties: more set-up and merchandising; less sales

Uniform and Grooming Requirements

Are students required to wear a uniform?	Yes	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	Yes	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	Yes		
Details of purchasing required clothing or footwear:	In Zinnias employees are required to wear clothing sold in the store - it is sold to employees at discounted rate; in Shirt Tales employees are encouraged to wear garments sold in the store.		
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Must be neat and clean; wear comfortable shoes; and have proper hygiene.		

Other Company Details

Company hires couples?	No	Company hires groups?	No	How many are allowed in the group?	
Drug test required?	No	Do students complete an additional application upon arrival?	No		
Does your company issue completion certificates?	No	If requested, will you evaluate the student's performance?	Yes		
Any additional company details?					

Second Job

Do you permit students to find a second job?	No	Do you assist students to find a second job?	No
Possibility of students finding a second job: Very good			

Training Information

Is job training required?	Yes	Length of training:	1 day
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.00
How many hours per week are students likely to receive during training period?	36		
Any other details? fun, upbeat, stores; everyone is willing to help out.			

Worksite Location

Worksite location: PO Box 266 Edgartown MA 02539			
Nearest major city:	Boston	Worksite setting:	Resort/Ocean/Lake
Nearest major airport:	Logan International	Distance to nearest major airport:	90 miles
Additional worksite setting details:			

Standard Arrival Information

Are students required to arrive or depart on specific dates?	No
Details of required arrival or departure dates:	
Mode of transportation: Public Transportation	Students must arrive between these hours:
Cost: Not Specified	
Other details: \\YbYUfYgh]bYfbUH]cbU" U]fcdcfh]g" cWUfYX]b' 6cgrcbZA 5"" : fca `\\YfY]h]g YUgmrc WUWV H.Y'6cbUbnU fDYHYf DUbE'6i g'hc'K ccXg'<c'Y"" H]W]Yrtg a UmVY'di fWUgyX'cb VcUfX'HY'Vi g"" 5hK ccXg'<c'Y'ZybHYf'HY'GHUa g'd'5i h.cf]hmYfa]bU'Vi]X]b['UbX'Vi mU'h]W]YhZcf'HY'Z'ffm' H'Y'Z'ffm' k]'Uff]j Y'Y]h Yf']b'J]bYmUfX'<Uj Yb'cf'CU_ '6' i Zg"" C bW' nci `\\Uj Y'VcUfXYX'HY'Z'ffm'Vi hgi fY'hc'W"" H'Y'VebHUVbi a VYf'dfcj]XYX'UbX gca YcbY'k]' a YYhnci 'UhHY'VcUhk \\Yb']hUff]j Yg'cb'HY'J]bYmUfX" <Y'dZ' ""]b_g]bW] XY. "k k k "dYHYfdUbVi g'Vta 'Zcf'Vi g'gWXYXi 'Yg'UbX'ZUfYg'k k k "ghYUa g'd]Ui h.cf]hmVta 'Zcf'Z'ffmgWYXi 'Yg'UbX'ZUfYg'z'UbX k k k "a j mVta 'Zcf' [YbYfU"]bZ'fa U]cb'UVci hHY]g'UbX"	

After Hours Arrival Information

General information: Not specified	
Name of accommodation:	Accommodation address:
Cost per night: Not Specified	
Best way to travel from airport to overnight accommodation:	

Social Security

Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	No

Social Security	
Assistance detail:	Public Transportation
Where is the nearest social security office?	Edgartown
	Distance:
How will students be paid until their social security card arrives?	As normal

Housing Details	
Housing address:	65 Main Street Edgartown MA 02539
Is housing provided?	Yes
If not, will you assist students in finding housing?	No
Is the student required to sign a separate housing contract?	No
Type of housing provided:	Apartment
Number of students to a room:	2-4
Housing details:	<p>&! ' VYXfccg z%!!%&VUAžZ ' 'JWXYbz'j]b['fccg "</p> <p>5dUfha Ybly UFY Zcf hY i gY cZYa d'cmYyg'cb mUbX'a i ghVY'a U]bHJ]bYX]b U VWUbz'cfXYfmZUg\]cb""GdYVU' dYfa]gg]cb</p> <p>a i ghVY'cVU]bYX Zca \ci gY'a UbU[Yf'Zcf Ubm[i Yghg""#]g]a dcfUUbhrc VY'fYgdYVWZ "cZcHf'cVW dUblg'cZH Y</p> <p>UdUfha Ybly'bc "UY'b][\hdUf]Yg'UFY U'ck YX"</p> <p>5bm]ggi Yg'fY[UfX]b[\ci g]b['k]" VY XYU'hk]h Vmih Y\ci gY'a UbU[Yf" D'YUgY Vf]b['Vta d'U]bly#t'bwfbg'hc \]a 'Ug</p> <p>gccb'Ug'dcgg]V'Y'gc'k Y WUb'fYa YXmih Ya "</p> <p>5g'a i VW'Ug'dcgg]V'YZ'k Y'k]" UHYa dhrc UWWta a cXUHY UbmgdYVU'gWXYXi 'Y'fYei Yghg"</p> <p>GHYU]b['cf'a cbYmcf'dfcdYfm]g[fci bXg'Zcf]a a YX]UHY'fYfa]bU]cb'cZYa d'cmYyg'UbX]a a YX]UHY XYdUfhi fY Zca</p> <p>Ya d'cmYy\ci g]b["</p>
Do you offer co-ed housing?	Yes
Cost of housing - per week:	150.00
Includes utilities?	Yes
Are housing costs deducted from paycheck?	No
Is a housing deposit required?	Yes
Amount of housing deposit:	\$150.00
Instructions for payment of housing deposit:	upon arrival deposit is paid to housing manager
Housing deposit due date:	Upon arrival
Is deposit refundable?	No
Conditions of deposit refund:	apartment is clean, no damages, in original condition
How will deposit be refunded?	In cash prior to departure.
Are students required to live in provided housing upon arrival?	No
During their work stay, can students find alternate housing?	No
If yes, is there a penalty?	No

Transportation to/from Worksite	
Method of transportation to worksite:	By walking or by public transportation.
Distance to worksite:	Varies
Is worksite within walking distance of housing?	Yes
Cost of public transportation to worksite:	\$1.50
Details of public transportation to worksite:	walk to all Edgartown locations; bus to Vineyard Haven, majority of work will be done with in a 5 minute walk of the apartment.
Cost of transportation to worksite provided by employer:	Not specified
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite:	Not specified
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation:	Interstate Bus		
Access to public transportation?	Walking Distance		
On Site Housing Amenities			
Laundry:	Yes	Linens:	Yes
		Private bath:	No
Refrigerator:	No	Microwave:	Yes
		Air conditioning:	No
TV:	Yes	Telephone:	No
		Security guard:	No
Computer/Internet Access:	No	Utensils:	Yes
		Gym:	No
Nearby Amenities			
Supermarket:	Walking Distance	Restaurants:	Walking Distance
Shopping mall:	Requires Transportation	Fitness center:	Walking Distance
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	Walking Distance	Internet cafe:	Walking Distance

Housing Amenities

Movie theater:	Walking Distance	Library:	Walking Distance
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Additional amenities:	apartments were renovated in 2006; have new kitchens, carpets; central location to all Edgartown shops, restaurants, movie theater, etc.
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Meal Information

Are meals included in rent cost?	No
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If not, meal plan cost per day:	Not Specified	Meals covered:	Not Specified
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Is the purchase of a meal plan mandatory?	No
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