

Employment Opportunity: Retail Associate

The Rescue Mission is a client-centered ministry. We seek employees who have made a commitment to Jesus Christ as Lord and Savior.

Our Mission Statement:

“To provide through the power of Jesus Christ, a home for the homeless, food for the hungry and hope for their future.”

Our Vision: “To transform lives through the love of Jesus Christ.”

Job Title: Retail Associate

Location: Treasure House

Job Status: Hourly

Department: Treasure House

Reports to: Store Manager

Creation Date: 4/18/19

Position Description: The retail associate performs a combination of material handling and cashiering duties. These duties include, but are not limited to, providing exceptional customer service, processing financial transactions between customers and the store, answering phones, stocking/cleaning sales floor and register area, oversee the sorting, pricing and assessing quality of donations received at the Donation Center. The position requires the ability to read and write in English, have solid communication skills and basic math skills. Some evenings and weekends are required.

Key Tasks and Responsibilities:

- Provide friendly, efficient customer service to donors and/or customers
- Answer phones – includes answering questions, taking messages and occasionally scheduling donation pickups.
- Sort, clean, evaluate, price and prep donations for sale on sales floor at expected rate of production
- Contribute to the control of inventory by retrieving, sorting, and pricing as per directions
- Protect the store from inventory shrinkage by close visual monitoring
- Maintain a clean work station
- Perform basic housekeeping duties
- Assist with stocking on sales floor
- Assist with overseeing volunteers
- Provide support to other departments as needed

Education and Training

- High school diploma or equivalent required.

Knowledge and Experience

- Six months experience in face paced, customer service focused, or manufacturing environment preferred
- Basic computer skills required

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Job Descriptions are subject to change.