



Job Description

Thrift Store Retail Associate

VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

MISSION

Our mission is to provide safe, nurturing, and Christ-centered homes for children of families in crisis and equip and inspire them to live productive lives.

SUMMARY/OBJECTIVE: The position of Thrift Store Retail Associate provides excellent customer service to all donors and customers of the Bethel Thrift Store.

REPORTS TO: Director of Retail Operations

JOB CLASSIFICATION: Non-exempt (part-time)

DEPARTMENT: Thrift Store

SUPERVISES: None

ESSENTIAL FUNCTIONS:

- Exemplify a vibrant Christian faith personally and professionally. The individual fulfilling this role will protect the credibility of the Bethel Bible Village mission by complying with the Bethel Bible Village Code of Conduct and Employee Covenant, setting an example, in words and actions that is consistent with the values and beliefs of Bethel Bible Village.
- Treat all customers with courtesy and kindness.
- Handle donor transactions in a professional manner.
- Assist Thrift Store customers in donating, selecting, and purchasing store items.
- Sort and price donated items according to guidelines.
- Accurately complete the Non-Cash Donations Record.
- Complete furniture agreements for items left in store for the three (3) day waiting period.
- Operate and maintain the cash register including performing correct mathematical computations and counting change.
- Maintain store cleanliness and safety.
- Post tax-exempt customers to the Sales Tax-Exempt Log.
- Staff will be responsible for completing the Daily Sales and Money Reconciliation Report in the Director of Retail Operations' absence.
- Staff will be responsible for completing bank deposits in the Director of Retail Operations' absence.
- Complete Phone Order and Pick-Up Forms for donors scheduling pick-ups.
- Reports to Assistant Store Manager when Director of Retail Operations is absent.

MINIMUM REQUIREMENTS:

Spiritual: Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, families as well as our customers, to help them know and respond to the love of God in Christ.

Education: High School Diploma or equivalent required

Experience: Previous sales and/or retail experience preferred

Specific Skills/Requirements: Effective verbal and written communication skills, interpersonal skills, and organizational skills are required. Must possess excellent customer service skills. Ability to work independently. Must successfully pass a drug screen, TB skin test, and physical exam.

Specialized Knowledge, Licenses, etc.: Ability to operate a cash register including performing routine mathematical computations and counting change

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Daily collects clothes, bagged and sometimes on hangers, and carries them to the sorting area of the Thrift Store
- Daily collects donations and carries items to the appropriate section of the Thrift Store
- May navigate over donated items and uneven floors
- Frequently stands, walks, bends, kneels, and twists in the performance of duties
- Often lifts, carries, or otherwise moves and positions objects weighing up to 40 pounds
- Regularly required to talk and hear, often responding to the phone and communicating with staff and donors

OTHER DUTIES:

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

SIGNATURE:

The employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____