

Title: Retail Clerk

Department: Operations- Victory Vintage Thrift Store

Reports to: Store Manager

FLSA Status: Non-Exempt (Hourly)

Salary Grade: Starts typically at minimum wage – Part Time (20-25 hours per week)

General Description of the Work:

Victory Mission's retail clerk requires the heart of a missionary and the skills of an experienced retailer. The right candidate will have the ability to work well with the public as well as volunteers. Operations include a voucher system, inventory flow and merchandizing. They must also have flexible availability including Saturdays due to the store hours of operation, and retail experience.

Essential Job Functions:

Operate cash register and appropriate opening and closing duties.

Process all donated merchandise

Fill out tax receipts for all donations

Working knowledge of voucher system

Place merchandise in appropriate locations

Perform cleaning tasks as needed

Qualifications:

High school diploma/GED required

Cashier, merchandizing and customer service experience in a retail environment preferred

Must be able to lift 40 lbs

Good communication and organization skills

Ability to follow directions

Flexible availability including Saturday

Must be caring, compassionate, positive and self motivated

Personal Attributed and Values:

Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him

Be a consistent witness for Jesus Christ; possess and demonstrates excellent integrity

Exhibits spiritual maturity as defined by evangelical biblical standards

Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting.