

Store Clerk/Sorting Room Assistant - Excellent learning opportunities with competitive wages.

Come work as an operative for our local non-profit store that offers competitive wages and the opportunity to support your local community.

St. Vincent De Paul @lansvdp.att.net (Attn: Lori)

St. Vincent de Paul is a longtime Society in the community helping local families in crisis.

- We offer food to those in need.
- We help with utilities, electric as well as many other services for those in crisis.

The Position

We are looking for a part-time store clerk/sorting room assistant.

- Performs daily opening activities by cleaning and straightening the sales floor etc.
- Assists customers with sales by using cash register, collecting monies and using a credit card machine.
- Receives, inspects, cleans and/or hangs and prices donated items.
- Packs holiday and off-season items; marking boxes and cataloging for future use.
- This position entails repetitive lifting and carrying. Applicant should be able to spend extended long periods of time on feet.

The Location

We are located at 424 East Locust Street in Lancaster, Ohio.

Why you should apply?

- Competitive wages
- Merchandise discount
- Paid holidays after a year
- Paid sick days
- Satisfaction of helping fellow community members

ST VINCENT DE PAUL

JOB DESCRIPTION

JOB TITLE: STORE CLERK/SORTING ROOM WORKER

REPORTS TO: THRIFT STORE MANAGER

LOCATION: LANCASTER OHIO

JOB SUMMARY:

Receives, sorts, and prepares donated items for display in the store; determines suitability of items based on established standards; assists in maintaining the orderliness and cleanliness of the store. Assumes responsibilities of Store Clerk as needed.

ESSENTIAL FUNCTIONS:

This position should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this position description.

Responsibilities as a Sorter:

Receives, inspects, prices and sorts donated items such as clothes, shoes, household items and miscellaneous items according to the category and condition.

Selects, cleans and prices items suitable for store display and distributes same to appropriate area.

Hangs clothes on hangers and places them on clothes racks.

Packs items in boxes and marks boxes accordingly; assists in transporting boxes to appropriate areas.

Lifts and carries items to the appropriate destination for further processing, storage or displaying in store.

Responsibilities as Store Clerk:

Assists customers purchasing items from St Vincent de Paul by ringing-up sales utilizing a cash register and/or credit card machine, collects monies, counts change and prepares receipts; prepares and packages purchased items; prepares and balances the cash drawer; assures the security and accountability of all cash register funds and sales records in accordance with established operating procedures.

Maintains the neatness and security of the cash register area; ensures that forms, bags etc. are adequately stocked.

Assists customers by explaining store policy and responding to questions regarding the pricing and/or purchasing of items; ensures that all customers visiting the store have a pleasant experience.

Assists customers who are donating items to St Vincent de Paul, directs customers to the proper loading/unloading area; may assist with hauling donations to the warehouse; prepares and provides tax receipts as needed.

Places and arranges items in the store as directed; checks all store displays to ensure that items are maintained displayed in a neat and orderly manner; rotates and/or rearranges stock as directed; returns items to the proper location after customer's have handled.

Answers the store telephone in a tactful and courteous manner; assists customers by responding to questions and providing directions and/or general information; may schedule and record donation pick-ups and make appointments for client aid.

Cleans all display racks and shelves; sweeps and mops floors; cleans windows and mirrors; cleans the bathroom and replaces garbage bags; ensures that the store is maintained in a clean and inviting manner.

Opens and/or closes store doors in accordance with the store schedule.

MATERIALS AND EQUIPMENT USED:

Cash Register

Credit Card Machine

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION AND EXPERIENCE:

High School diploma or G.E.D. and experience working in retail store preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of effective customer service techniques.

Knowledge of the principles and practices of basic mathematics.

MENTAL AND PHYSICAL ABILITIES:

Ability to meet attendance requirements.

Ability to read, write and communicate effectively.

Ability to operate a cash register.

Ability to perform routine mathematical computations and count change.

Ability to stand for extended periods of time.

Physical ability to lift and carry and/or push/pull objects less than 25 pounds.

Moderate mobility; duties are usually performed by combinations of sitting, standing, and walking on a frequent basis.

STATEMENT OF PURPOSE:

The purpose of a job description is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature _____ Date _____