



**POSITION TITLE:**           **Thrift Store Associate**

**REPORTS TO:**               Operations Manager

**Position Summary:** In accordance with the standards of the House of Mercy and in union with the Magisterium of the Catholic Church practices and policies, the Thrift Store Associate plays an important role at the House of Mercy. The Thrift Store Associate will oversee the Thrift Store operations along with other key business functions related to House of Mercy. They will ensure that all processes and all similar components essential to the smooth and effective operation of the House of Mercy are carried out in a professional and merciful manor.

The Thrift Store Associate will play a vital role in contributing to the total effectiveness of the Mission, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member. Flexibility and a cooperative spirit are crucial characteristics of the individual who holds this position.

**Responsibilities:**

- Oversee customer service and sales, creating and maintaining a customer friendly atmosphere
- Responsible for bringing in new sales, helping with pricing strategies and gaining customer feedback
- Cleanliness and organization for Thrift store including maintaining clean working and shopping areas and organized merchandise for customers
- Merchandising the thrift store in customer-oriented ways, maintaining a boutique atmosphere
- Opening, closing and cashing out the registers as needed
- Training and working with volunteers
- Other duties as assigned.

**Job Requirements:**

- High School Diploma or GED required
- Excellent communication skills
- Well Organized
- Outstanding customer service and people skills
- Flexibility and willingness to grow
- Competency in Microsoft Word and email
- Trustworthy and honorable, especially in dealing with money

Work Hours: Part time, 24 hours/week, and extra hours as needed