



## **Thrift Store Clerk**

### **The Gospel Mission**

#### **Sioux City, IA**

**The Gospel Mission is a nonprofit, non-denominational Christian Ministry dedicated to serving the homeless and needy in Siouxland. The Mission, founded in 1938 is dedicated to feeding the hungry, clothing the poor, sheltering the homeless; leading them to Christ.**

**Position Summary:** Under the supervision of the Thrift Store Manager, the Thrift Store Clerk is responsible for providing excellent customer service to all customers who come into the thrift store, making sure merchandise is on the floor to sell, and running the cash register.

**Reports to:** Thrift Store Manager

**Exempt/ Non Exempt:** Non Exempt

**Required:** Must be willing to sign the Gospel Mission Statement of Faith; and Marriage and Sexuality Statement, and must be a member of a local Bible believing church.

#### **Position Responsibilities:**

1. Run cash register which includes the proper coding of sold merchandise, changing of tapes, opening and closing of the cash register, and proper receipting to customers.
2. Helps with the opening and/or closing of the thrift store.
3. Works with the Thrift Store Manager on the proper placements of merchandise on the floor.
4. Makes sure merchandise on the floor is being rotated when needed.
5. Provides great customer service to all customers, included greeting, answering any questions, praying for, and assisting customers with finding with what they are looking for.
6. Helps customer and other employees with the loading of any items customers may need help with in their vehicle.
7. Maintains a clean and safe environment.
8. Any other duties as requested by the Thrift Store Manager.

### **Education and Experience**

1. Required: High School Diploma or GED
2. Preferred: Previous experience in retail store

### **Skills/License/Certifications**

- Basic knowledge of cash register

### **Physical Demands/ Work Environment**

- Indoors (Ability to walk steps, controlled climate)
- Able to stand, walk for 8 hours
- Must be able to lift and/ or move items that are 50lbs or more
- May be subject to hostile and emotionally upset customers
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The Clerk position at the Thrift Store is a full time position Tuesday through Saturday from 9:30-6:00 with pay ranging from \$13-\$16 an hour.