

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Thrift Store Clerk	Competition #:	20-093
Ministry Unit:	Kingston Citadel – Bath Road	Position Type:	Temporary Part Time
Salary Range:	\$14.00 per hour	Date posted:	September 24, 2020
City:	Kingston	Posting Expires:	October 17, 2020
Applications Accepted By:			
E-mail: familythriftstore@kingstonsa.ca Attention: Hollie Currie Please no phone calls.		Mail:	
Position Description			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Treat co-workers, customers, donors, and volunteers with respect and dignity • Greet customers at door, ask COVID screening questions, ensure co- operation of PPE regulations • Help ensure that social distancing practices are being followed while on the floor • Handle and sort donations, separate good reusable items from recycling and garbage. Prepare and price merchandise according to quality and value using store guidelines and put new merchandise on the sales floor in the designated areas • Recycle old merchandise in proper area and assist with loading the recycling truck • Assist on the sales floor • Assist with daily deposits • Provide cashier duties ensuring transactions are accurate and all merchandise is rung in the cash register and other procedures followed • Assist in keeping the Store tidy, clean, organized and stocked of merchandise • Prepare merchandise for sale according to proper procedures (clothing, shoes, accessories etc.) • Pricing Merchandise according to quality and value using store guidelines • Answer the phone in polite and professional manner • Greet donors from acceptable distance, empty contactless donation bin into designated quarantine area. • Changing sale signs and clothing tags and stickers weekly and bi-weekly according to schedule • Meet daily production targets 			

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- Pack garbage properly in bags and break down recycle cardboard boxes, place broken glass in barrels, recycle metal in metal barrel and needles and drugs in biohazard containers and place in the holding area to maximize space
- Attend all staff meetings and training
- Inform management or supervisor of all customer concerns
- Keep store tidy, clean, organized and stocked with supplies daily
- Housekeeping duties within all areas of store as required (washrooms, kitchen, mopping, shoveling)
- Assist in volunteer training and supervision as required
- Follow all The Salvation Army & Thrift Stores policies and procedures and The Health & Safety Act & Regulations and report any infractions, issues and concerns to the Manager. Participate in health and safety inspections if required
- Wear proper work attire and PPE as required
- All other store related duties as assigned

QUALIFICATIONS:

- High School Diploma preferred
- 2 years previous related experience working in retail, including life skills
- Cash experience considered an asset
- Good listening skills
- Excellent communication, listening and customer service skills
- Previous experience working with volunteers

Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector screening
- Participate in our online Armatus Abuse Training and Health and Safety training required upon hiring, as well as updated annually

HOURS: 21 hours per week

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

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