

Employment Opportunity

The Salvation Army Ontario Central East Division

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|--|-------------------------|-------------------------|--------------------|
| Position Title: | Thrift Store Clerk | Competition #: | 20-100 |
| Ministry Unit: | Brockville Thrift Store | Position Type: | Full Time |
| Salary Range: | \$14.00 per hour | Date posted: | September 24, 2020 |
| City: | Brockville | Posting Expires: | October 16, 2020 |
| Applications Accepted By: | | | |
| E-mail: Stephen_McNeilly@can.salvationarmy.org Attention: Major Stephen McNeilly 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> | | | |
| POSITION PURPOSE SUMMARY: | | | |
| <p>The Thrift Store Clerk Contributes to meeting stores sales, budgets and maintaining excellent customer relationships, ensuring stock is always rotated in a timely fashion and well stocked.</p> | | | |
| RESPONSIBILITIES: | | | |
| <ul style="list-style-type: none"> • Greet customers and donors in a friendly manner and provide excellent customer service • Treat co-workers, customers, donors, and volunteers with respect and dignity • Put new merchandise on the sales floor in the designated areas • Recycle old merchandise and store in proper area • Assist on the sales floor as needed • Assist with daily deposits when required • Unload the donations and place items in proper areas to maximize space • 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 • Handle donations with care and store properly according to store procedures • Sort donations; separate good reusable donations from recycling and garbage | | | |

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- Prepare merchandise for sale according to proper procedures (clothing, shoes, accessories etc.)
- Pricing Merchandise according to quality and value using store guidelines
- Help load the recycle truck biweekly
- Answer the phone in polite and professional manner
- Greet donors in a friendly manner, help donors unload their donations accepting donations according to guideline
- Help customers load furniture or large items if needed
- Changing sale signs and clothing tags and stickers weekly and bi-weekly according to schedule
- Meet daily production targets
- 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
- Know the Fire Evacuation Plan, locations of fire extinguishers and First Aid stations
- Participate in health and safety inspections if required
- Report any infractions of Policies & Procedures to the Manager
- Report any Health & Safety infractions, issues or concerns to management and worker representative
- Wear proper work attire and PPE as required
- All other store related duties as assigned

QUALIFICATIONS:

- High School Diploma preferred
- Previous related experience working in retail, including life skills
- Cash experience considered an asset
- Previous customer service experience an asset
- Good listening skills
- Excellent communication, listening and customer service skills
- Ability to lift and carry 35lbs
- Ability to reach above head, lifting, placing and removing items
- Ability to safely use a ladder, following Safe Ladder Procedures
- 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

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HOURS: 25 - 30 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.