



SOCIETY OF ST. VINCENT DE PAUL JOB DESCRIPTION

TITLE: Store Associate - Full Time

LOCATION: Bellaire Thrift Store

JOB SUMMARY

Assist Manager with a variety of routine, structured tasks in connection with the Thrift Store Mission.

ORGANIZATIONAL RELATIONSHIPS:

Reports To: Store Manager

Supervises: N/A

Also Works With: Volunteers, Warehouse Staff and staff members

PRINCIPAL DUTIES:

- Work with the Store Manager and Staff as needed to improve the daily operations of the retail operation and increase sales revenues.
- Provides a sincere, warm, friendly and helpful atmosphere in filling the needs of the customers and clients.
- Check out customers, utilizing point-of-service computer system.
- Maintains a clean and litter-free check out area and assists other store personnel in the general upkeep of the store.
- Responsible for the overall appearance of the store including but not limited to: cleanliness, merchandising and displays, donation intake, pricing, warehouse organization, etc.
- Ensures the telephone is answered in an efficient and courteous manner offering assistance to the caller as needed, including assistance in locating specified merchandise in another SVdP store.
- Ensures all employee/volunteer and senior discounts are given in accordance to SVdP policy.

- Follow recycling procedures to ensure minimum waste disposal.
- Assists customers and voucher clients with loading of furniture and miscellaneous items onto vehicles.
- Be quite familiar with and adhere to the “Rule” as set out in the U.S. Manual of the Society of St. Vincent de Paul.
- Complete all assignments in a timely and professional manner.
- Perform other duties as assigned.

MINIMUM EDUCATION:

High School Degree or GED Equivalency

MINIMUM SKILLS AND EXPERIENCE:

Ability to lift a minimum of 35 lbs
Ability to stand for long periods of time
Previous retail experience preferred
Fluency in Spanish a plus

OTHER REQUIREMENTS:

Display positive interpersonal skills in dealing with others including customers, donors, volunteers, and supervisor.
Submit to background check.
Submit to random drug testing.
Attend Virtus Seminar on Protecting God’s Children for Adults.

HOURS: Tuesday – Friday 9:00am – 5:30pm, Saturday 8:00am – 4:30pm

