

**SOCIETY OF ST. VINCENT DE PAUL  
JOB DESCRIPTION**

TITLE: Resale Clerk – Part Time

LOCATION: Bellaire Thrift Store

**JOB SUMMARY**

Responsible for assisting voucher clients and customers. Supports the Store Manager in the daily operations of the Thrift Store. Serves with the Store Manager in meeting store objectives and goals.

**PRINCIPAL DUTIES:**

- Ensures daily sales objectives are made, as directed by Store Manager.
- Provides a sincere, warm, friendly and helpful atmosphere in filling the needs of the customers and clients.
- Assists Store Manager with sales, volunteer and referral reports.
- Maintains a clean and litter-free check out area and assists other store personnel in the general upkeep of the store.
- Assists Manager in upkeep of the overall appearance of the store including but not limited to: cleanliness, merchandising and displays, donation intake, pricing, storage organization, etc.