



## POSITION DESCRIPTION

**JOB TITLE:** Store Associate I  
**REPORTS TO:** Bargain Center Store Manager  
**STATUS:** Full-time/Part-time/Non-exempt

### POSITION SUMMARY:

The Store Associate I is responsible for the receiving, sorting, pricing and merchandising of donations at the MRM Bargain Center. These donations provide a source of inventory for Bargain Centers, which in turn generates revenue that the MRM uses to provide core mission services such as providing emergency, temporary care and rehabilitative services from a distinctly Christian perspective for those seeking help and solutions.

### ESSENTIAL FUNCTIONS:

- Represent Montana Rescue Mission's core values, mission and vision statements
- Follow Bargain Center policies and procedures
- Sort donated merchandise, and route according to use-ability; for give-away/recycling or sale through the Bargain Center
- Bag all un-sellable merchandise for recycling.
- Price saleable merchandise according to established parameters.
- Deliver and organize merchandise on sales floor
- Hang/fold clothing and place in designated area
- Rotate stock to ensure new and appealing inventory. Remove out of date merchandise and display new
- Keep sales floor stocked with merchandise
- Re-price merchandise for sale events
- Make sure that clothing is placed properly according to type, gender, and size.
- Routinely inspect clothing for holes and tears
- Unload trucks or donor vehicles of donated items
- Provide donor with accurate and legible receipt(s)
- Perform minor repairs to furniture and appliances; clean and test before placing on floor for sale
- Verify that electronics and housewares are acceptable for sale; clean prior to placing on sales floor
- Keep work area clean, tidy and organized
- Handle customer inquiries, directing as appropriate to Store Manager
- Keep shopping carts in designated location
- Report suspicious customer behavior or problems to Store Manager or manager on duty
- Exhibit a courteous and friendly attitude, offering excellent customer service
- Meet established quotas
- Produce accurate and timely production records for management
- Maintain a clean, organized, attractive and safe production and sales area
- Arrange clothing and accessory displays as requested
- Work with other store employees to maintain a clean, orderly and appealing store appearance
- Perform other related duties as may be assigned

## SKILLS/QUALIFICATIONS:

- A solid and credible Christian witness and lifestyle that exemplifies Christ in character and action
- Able and willing to model Christ-likeness in word and deed
- Able and willing to deal with the public with courtesy and tact
- Excellent attitude, personable, friendly and courteous
- Good math skills
- Good eye-hand coordination
- Dependable, trustworthy, honest, punctual, and conscientious
- Basic computer skills and internet utilization
- Strong customer service orientation; friendly and professional verbal communication skills
- Ability to organize, prioritize and complete tasks in a timely manner
- Ability to work independently and/or part of a team
- Neatly groomed appearance
- Willingness to ask for help and take direction
- Ability and willingness to work varied shifts as well as be assigned to various locations as needed

## PHYSICAL FACTORS/WORKING CONDITIONS

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

The majority of this position requires work both indoors and outside, working with a diverse customer population

- Standing – *Continuously*
- Talk and hear – *Continuously*
- Reach with hands and arms - *Continuously*
- Bend, twist, push, pull, use stairs and maneuver in a crowded environment. – *Continuously, on a rotational and on-going basis*
- Lift and/or move up to 50 lbs. more with assistance - *Frequently.*

## SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities

## EDUCATION/EXPERIENCE:

High school diploma or GED preferred.

Previous retail or customer experience preferred

Ability to pass a pre-employment customer service test

## REQUIREMENT:

Montana Rescue Mission is a privately funded 501 (3c) non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve, from a distinctly Christian perspective. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the spiritual activities of Montana Rescue Mission including leading/participating in prayer, devotions, bible studies, etc.;
- Subscribe to Montana Rescue Mission Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Montana Rescue Mission Employee Handbook.

*My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive. I agree that I can do this job as described unless*

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*noted otherwise on this form.*

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Signature

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Printed Name

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Date