



JOB TITLE: Store Associate
REPORTS TO: Bargain Center Store Director
STATUS: Non-exempt /Full-time

POSITION SUMMARY:

The Store Associate is responsible for **all** duties associated with Store Operations. Store Associate should have mastered all aspects of Store Operations. Assist customers by providing excellent customer service and making sure that merchandise is handled, sorted, displayed and sold in accordance with MRM standards. Reports to Store Director/Store Coordinators to fulfill position essential functions.

ESSENTIAL FUNCTIONS:

- Represent Montana Rescue Mission's core values, mission and vision
- Follow Bargain Center policies and procedures
- Welcome all customers entering the store
- Sort donated merchandise, and route according to use-ability; for guest use/recycling or sale through the Bargain Center
- Serve as cashier, ring up sales, accurately handling money and making change process credit card purchases, maintain needed cash and coin levels throughout shift.
- Price saleable merchandise according to established parameters.
- Make sure that clothing is placed properly according to type, gender, and size.
- Unload trucks or donor vehicles of donated items
- Provide donor with accurate and legible receipt(s)
- Perform minor repairs to goods, 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 Director/Coordinators
- Keep shopping carts in designated location
- Report suspicious customer behavior or problems to Store Director/Coordinators on duty
- Exhibit a courteous and friendly attitude, offering excellent customer service
- Meet established sales quotas
- Produce accurate and timely production records for management
- 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
- Ability to deal with the public, donors, and employees with courtesy and tact
- Good cash handling skills; accurate and efficient
- Excellent attitude, personable, friendly and courteous
- Strong math skills
- Good eye-hand coordination



- Dependable, trustworthy, conscientious, honest and punctual
- Basic computer skills and internet utilization
- Strong customer service orientation; good verbal communication skills
- Ability to organize, prioritize and complete tasks and projects in a timely manner
- Ability to work independently and/or part of a team
- Ability to use point of sale equipment with accuracy
- Neatly groomed appearance
- 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 indoors, working with a diverse customer population

This position may require work in an odorous and/or noisy environment - *Frequently*

- Standing – *Continuously*
- Talk, hear, and see – *Continuously*
- Reach with hands and arms - *Continuously*
- Bend, twist, push, pull, use stairs and maneuver in a crowded environment. - *Frequently*
- 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.
- One year of prior cashier experience required and ability to pass a pre-employment cashiering/money handling test
- One year of successfully working as Store Associate I and able to pass a cashiering/money handling test

REQUIREMENT:

Montana Rescue Mission is a privately funded 501 (3c) non-profit, 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.

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 noted otherwise on this form

Signature

Printed Name

Date