

MUSKEGON RESCUE MISSION JOB DESCRIPTION

POSITION TITLE: Cashier/Production Staff

REPORTS TO: Manager of MRM Thrift Store

RELATES CLOSELY WITH: Assistant Store Manager
Thrift Store Team Members
Truck Drivers
Volunteers
Customers/Gift-in-Kind Donors

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

RESPONSIBLE FOR:

- Sharing your faith in Jesus Christ and praying with customers, volunteers and co-workers as opportunities arise.
- Greeting and assisting store customers.
- Performing accurate handling of all sales transactions.
- Assisting with store security.
- Assisting with the cleaning of all areas of the store.
- Assisting with sorting, hanging, pricing and stocking sales floor.
- Assisting with receiving donations.
- Any other tasks assigned by supervisor.

PRIMARY STRENGTHS AND ABILITIES REQUIRED:

- Shall be a mature, born-again Christian and be in active fellowship with a local evangelical church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living. Must desire to serve the Lord in the ministry of rescue.
- Shall subscribe to the by-laws and statement of faith of the organization.
- Must have high school education, with some retail store experience preferred. Should have cashier and customer service experience.
- Must possess excellent verbal and written communication skills, including computers, and be effectively able to communicate with co-workers, vendors, volunteers and gift-in-kind donors.
- Must be organized and able to perform a variety of diverse tasks.

GENERAL INFORMATION:

- Part-time hourly position
- Hours: 28 hours/week and required to work regular rotation on Saturdays.
- Flexibility in hours and location may be necessary at time to meet store needs.

I have read the above, and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Mission's needs. Furthermore, I understand that Michigan is an "At Will" state and that Muskegon Rescue Mission operates as an "At Will" employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this description.

SIGNATURE

DATE

DATE: 12/2002
Revised 3/2005
Reviewed 3/2006 – 2/2007
Revised 4/2010
Revised 7/2013, 6/2015
Revised 3/2019