

# **MUSKEGON RESCUE MISSION JOB DESCRIPTION**

**POSITION TITLE:** Receiving Staff

**REPORTS TO:** Thrift Store Manager

**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.
- Receiving gift-in-kind store donations.
- Testing, pricing, sorting and distributing goods to sales floor.
- Assisting truck driver with loading and unloading trucks.
- Greeting and assisting store customers.
- Performing accurate handling of sales transactions as needed.
- Assisting with the cleaning of all areas of the store.
- Daily store maintenance, both inside and outside.
- Assisting in store security.
- 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.
- Should have high school education with some retail store experience preferred.
- Must possess excellent verbal communication skills, and be able to communicate effectively with co-workers, volunteers and customers.
- Must be able to lift 50 pounds routinely, occasionally 80 to 100 pounds and be able to climb ladders.
- Must be organized and able to perform a variety of diverse tasks.

**GENERAL INFORMATION:**

- Part Time Hourly Position
- Hours: 28 hours/week. Required to work regular rotation on Saturdays.
- Flexibility in hours may be necessary at times 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.

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**SIGNATURE**

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**DATE**