

Union Gospel Mission of Salem

Job Description

POSITION TITLE: Production / Cashier
MINISTRY DEPARTMENT: Mission Store (700)
REPORTS TO: Mission Store Manager
FLSA STATUS: Non-Exempt
LOCATION: Mission Store
885 Commercial Street NE, Salem, OR 97301
STATUS: Part-Time or Full-Time (Various shifts
Monday – Saturday)

Job Summary:

Responsible for achieving daily production goals. Assist in accurate sorting, pricing, cleaning and display of donated merchandise. Provide accurate, efficient, and organized cashiering. Responsible for daily financial reconciliation of both the cash register and credit card machine.

Essential Job Duties:

1. Assist in sorting and pricing of donated merchandise (clothing, furniture, miscellaneous household items, etc.).
2. Maintain item count of priced items.
3. Clean all merchandise before pricing, using supplied materials.
4. Keep a safe, clean and organized work area in production.
5. Help with general production area cleaning and appearance.
6. Assist with display of priced merchandise on the sales floor as determined by Floor and Production Supervisors.
7. Assist with receiving donations from donors and other Mission departments.
8. Assist with the loading and unloading of Mission trucks as needed.
9. Keep assigned store area clean and well organized.
10. Assist with supervision of volunteers, program men/women or community service workers assigned to your area.
11. Maintain a positive, encouraging Christian work atmosphere by demonstrating appropriate Customer Service C.A.R.E. standards.
 - A. **Committed** – performs job with integrity – respects and honors others
 - B. **Attentive** – models honesty and courtesy to all. Good listener.
 - C. **Responsive** – Takes responsibility for quality results. Serves effectively.
 - D. **Excellent** – Seeks to improve performance while providing excellent service.
12. Be trained and assist in general Customer Service and Cashiering as needed.
13. Attend various Mission functions and meetings as required.
14. Assist with other duties as needed and as directed by the Mission Store Manager.

Knowledge, Skills, Abilities:

1. Able to perform repetitive tasks for extended periods of time while standing.
2. Ability work with others in a team effort to provide quality products.
3. Able to lift up to 25 lbs.
4. Ability to work in a multi-task environment.
5. Must agree with Union Gospel Mission of Salem's Statement of Faith.

