



Church of Saint Peter

United and inspired by the Holy Trinity, we are disciples guiding disciples.

Position Description

I. **Position Title:** Sale Associate

Date: June 5, 2020

- A. **Hours:** 19 hours per week, 12 months per year
- B. **Benefits:** None
- C. **FLSA Status:** Non-Exempt
- D. **Reports to:** Thrift Store Supervisor
- E. **Direct Reports:** None
- F. **Receives Work Direction From:** Business Manager and Pastor
- G. **Provides Work Direction To:** Volunteers
- H. **Resource Person For:** Parishioners & Volunteers

II. **Primary Purpose of this Position**

The St. Peter Thrift store is a ministry of the Catholic Church of St. Peter. The profits of the store support the various ministries of the parish, namely social concerns and faith formation. The Sale Associate greets customers, accepts donations, sorts, prices, cashiers, and stocks products, cash management, facility maintenance and cleaning.

III. **Church Employment Responsibilities**

* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that can embarrass the Church or give rise to scandal. It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

IV. **Representative Responsibilities**

*BE PRESENT WHERE NEEDED, READY TO WORK AS NEEDED TO MEET RESPONSIBILITIES. Includes recognizing when situations require more effort, requesting approval if more time is needed, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of in a professional and timely manner..

*HELP CREATE A PRODUCTIVE AND HARMONIOUS WORK ENVIRONMENT. Promote good morale, adequate communication, and cooperative teamwork.

*Store Operation

1. Implement written procedures for store operations, including opening, and closing the store; procedures for accepting, sorting, pricing donations; security procedures for staff and volunteers, handling of cash, and other relevant procedures as needed.
2. Follow all policies, standards and procedures of the diocese, parish, and store to provide a safe environment, and recommend needed changes.

1801 West Broadway, St. Peter, MN 56082

(507) 931-1628

www.churchofstpeter.org

- a. Prepare the cash register at beginning of the day
 - b. Unlocking the door at opening and locking the doors at closing
 - c. Making sure all customer are out of store before closing the store
 - d. Printing the daily management reports (Z report) from the cash register
 - e. Count the money in the cash register at end of day follow Catholic Mutual procedures
 - f. Filling out daily report, noting all discrepancies (voids, returns, or errors)
 - g. Putting all receipt, reports, notes, consignment sheet that are sold and cash in deposit bag
 - h. Bring the deposit bag to the bank and put in the night depository
3. Greet the customers warmly and have volunteers to do the same
 4. Follow processing of donated items; Processes include: sorting, hanging, tagging, steaming, displaying and disposing of donated items
 5. Ensure that all sales transactions (cash, checks, credit cards) are handled properly
 6. Maintain and increase knowledge of resale, thrift, consignment and retail trends
 7. Oversee backdoor issues such as donations that were left and the upkeep of the dumpster
 8. Identify maintenance problems at the store and communicate needs to the Thrift Store Supervisor to ensure a safe, pleasant, and clean working environment for staff, volunteers, and customers
 9. Conduct daily safety inspections by walking the store before opening to make sure floors are free of potential hazards. Ensure restrooms are in working order and isles are clear
 10. Support volunteers and staff on the sales floor with customer conflicts, pricing issues, etc.
 11. Ensure the Thrift Store facility is kept clean and organized
 12. Observe safety and security procedures as applicable and reporting potentially unsafe conditions to management
- * Attend all required meetings
 - * Keeping the thrift store supervisor and parish business manager informed
 - * Practice confidentiality in all matters related to employment
 - * Follow Personnel Policies and Procedures Manual.
 - * Computer Knowledge and security
 1. *Maintain effective and secure use of computer including knowledge of current scams
 2. *Use email address provided by the Church of St. Peter and use strong security passwords
 3. *Use parish computer when working on parish related items
 4. *Save and store all work related documents, pictures, and emails on only parish computers
- Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor.

The responsibilities above preceded by "*" are essential functions of this position.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents.

V. Position Qualifications

1. Successfully complete standard Diocesan background checks and motor vehicle checks
2. Successfully complete VIRTUS training and maintain all Safe Environment Requirements of the Diocese of New Ulm and The Church of St. Peter
3. Demonstrate possession store operation procedures
4. Possess good people and relation skills

5. Have, or be willing to develop proficiency in technology skills
6. Demonstrate good people, communication, and relational skills
7. Have a current driver's license and insurance to meet Catholic Mutual requirements

VI. Mental Demands

1. Be active, knowledgeable and supportive of the Catholic Faith and witness this to the community
2. Be knowledgeable and supportive of the Church of St. Peter Mission and Philosophy
3. Work effectively, collaboratively, and positively with others
4. Work well with others maintaining a positive, professional, and helpful attitude even in chaotic times
5. Work without supervision, and discern when supervision is needed
6. Takes directions from the Thrift Store Supervisor and effectively complete new programs, processes, and procedures as directed
7. Keep Thrift Store Supervisor and others appropriately informed
8. Follow instructions and be able to complete tasks within appropriate timelines
9. Plans, organizes and meets deadlines
10. Deal with interruptions or concurrent activities
11. Recognizes and maintains confidentiality
12. Keep information confidential and have integrity and honesty
13. Communicate effectively with parishioners, staff, pastor, and community
14. Solves problems and deals with conflict and adversity
15. Demonstrate evidence of good organization and communication skills
16. Make decisions in timely manner

VII. Physical Demands

1. Work 19 hours a week, with flex-time to meet parish needs
2. Speak, see, hear, and respond appropriately to parishioners & staff at all times
3. Move around for long periods of time
4. Stand or sit for long periods of time
5. Lift and carry up to 15 pounds, using proper lifting and carrying techniques
6. Be aware of what is going on and respond appropriately

VIII. Signatures

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as an organization's needs change, my job description will change.

Signature of Employee

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature of Employer

Date