



Mission Central Thrift Store

Store Receiving Clerk Job Description

The Receiving Clerk at the Mission Central Thrift Store works under the direct supervision of the Store Director who reports to the Executive Director. The Receiving Clerk works a minimum of 16 hours/week. The work schedule is determined by the Store Director with normal work hours being from 9:00 a.m. to 9:00 p.m. from Monday through Saturday.

Job Duties and Responsibilities Include the Following:

1. Maintain good customer relations by providing prompt, courteous assistance to customers.
2. Answer customer's questions and concerns about location, price, and use of merchandise.
3. Working with the Store Director and/or Volunteer Coordinator to ensure that volunteers are available to staff the store during all working hours; supervising volunteers while they are on duty.
3. Assisting the Store Director and/or Volunteer Coordinator with training volunteers about all store operations.
4. Assisting customers, Mission Central guests, donors, and volunteers in a timely and professional manner.
5. Maintaining cleanliness and overall professional appearance of the store including proper hanging of clothing on racks, proper sizing, etc.
6. Sorting and pricing of donated merchandise in accordance with store procedures.
7. Disposing of unusable merchandise in accordance with store procedures.
8. Operating the cash register including sales, opening and closing procedures, returns, voids, changing register tape, etc.
9. Reporting the need to order supplies to the Store Director. Order supplies, if directed.
10. Other duties as assigned by the Store Director or Executive Director.
11. Provide donors with donation receipts.
12. Sort, grade, hang, categorize, distribute, and store all donated items accurately and effectively to meet established production goals.
13. Obtain merchandise requested by customers or receive merchandise selected by customer.
14. Maintain upkeep and order in the receiving area.
15. Assist with additional tasks as needed.

Minimum Requirements:

1. One year work experience in retail, marketing, business or other related work.
2. Ability to lift heavy objects, including but not limited to furniture and heavy bags of clothing.
3. High school diploma or GED is required. College degree is preferred.
4. Ability to speak Spanish a plus.

To Apply:

Email a letter of application and resume to jobs@missioncentraltx.org. Please indicate "Receiving Clerk" in your subject line. Applications will be accepted until the position is filled. Mission Central is an Equal Employment Opportunity employer.

732A East Pipeline Road
Hurst, TX 76053
(817) 595-0011 Fax (817) 595-9462
www.missioncentraltx.org
Email: missioncentralmetropex@hotmail.com