



TOPEKA RESCUE MISSION MINISTRY POSITION DESCRIPTION

POSITION TITLE: Sales Associate
LOCATION: TRM Boutique
REPORTS TO: Boutique Manager
DATE REVISED: May 18, 2017

SUMMARY OF RESPONSIBILITIES:

This Part-time Ministry Position is responsible for customer assistance, cash register operation, sales/monetary transactions, and opening/closing procedures. This position represents TRM Ministries in customer service and must enjoy interacting with people and maintaining a friendly attitude.

RESPONSIBILITIES:

- Interact effectively with public including answering phones, assisting customers in cooperation with co-workers and volunteers
- Learn and accurately perform opening/closing procedures, cash register operation, and related paperwork quickly and accurately as they pertain to store operations
- Train and monitor volunteers and new employees assigned by the Manager
- Assist with all inventory, displays, merchandising and placement of stock onto sales floor in proper locations, as well as stock rotation
- Be familiar with merchandise available and the rotation practices of the store
- Be familiar with and follow store policies and procedures as well as general TRM policies
- Be aware of possible damage, theft or potential safety hazards, reporting observations immediately to MOD
- Ability to accept directions, follow procedures and perform both repetitive and varied duties without loss of composure or efficiency
- Lift and/or carry up to 40lbs
- Perform other duties as requested

SPECIFIC DUTIES:

- Maintain departments as assigned