



## TOPEKA RESCUE MISSION MINISTRY POSITION DESCRIPTION

**POSITION TITLE:** Retail Services Team Member  
**LOCATION:** TRM Boutique on the Boulevard  
**REPORTS TO:** Director of Retail Services

### JOB DESCRIPTION:

This Part Time Ministry Position is part of the Retail Services Team that is responsible for customer service, Specific job duties for assigned departments, and opening/closing procedures for assigned location. This team player represents TRM Ministries in customer service as well as within the workplace and must enjoy interacting with people by maintaining a friendly attitude.

### RESPONSIBILITIES:

- Interact effectively with the public, assisting customers in cooperation with co-workers and volunteers
- Learn and accurately perform opening/closing procedures, daily duties, related paperwork, as they pertain to store operations and the assigned department
- Train and monitor volunteers and new employees assigned by the Director/Manager
- Assist with all inventory, displays, merchandising and placement of product 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 the Manager On Duty
- Ability to follow and accept directions, follow procedures and perform both repetitive and varied duties without loss of composure or efficiency
- Perform all duties as requested and required
- Maintain assigned departments

### REQUIREMENTS:

- Potential to train in specific skills if required, like money handling and fork lift certification
  - Be familiar with trends and current market, price tag awareness
- Be able to lift 40 lbs plus