



TOPEKA RESCUE MISSION MINISTRY POSITION DESCRIPTION

POSITION TITLE: Retail Services Team Member
Online Sales & Marketing
Full Time Flexible Schedule M-Sat

LOCATION: Boutique

REPORTS TO: Director of Retail Services

JOB DESCRIPTION:

This Ministry Position is part of the Retail Services Team that is responsible for customer service, Specific job duties for assigned for Online Sales and Marketing, 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. Along with all other ministry positions, as a representative of TRM Ministries, there is an expectation of sharing the love of Jesus Christ with all those encountered including staff, guest, and volunteers.

RESPONSIBILITIES:

- Coordinate and Maintain Online Sales, Marketing, and Social Media.
- 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
- Specific Duties and departments will be assigned based on the needs of Retail Services. These could include, but not limited to, the departments of: Clothing, Books & Media, Warehouse, General Merchandise, Point of Sale/Cashier, Merchandiser, and Online Sales.

REQUIREMENTS:

- Must have a heart for serving those in need
- Must have some experience with Marketing, Social Media, and/or Online selling.
- Be familiar with trends and current market, price tag awareness
- Be able to lift 40 lbs plus
- Must be able to tolerate outside temperatures