



# College Church

## Job Description

- Job Title:** Sales Associate, STARS Resale Shop
- Reporting:** Reports to and is under the direct supervision of the Manager of STARS Resale Shop and accountable to the Director of Administration & Finance.
- Primary Objective:** To maximize the potential contribution of funds to STARS Family Services through the sale of donated merchandise, and to touch the lives of those who come into the Shop with the life-changing gospel of Jesus Christ.
- Principal Duties:** Under the overall direction of the STARS Resale Shop Manager:
1. In various aspects of the store, work with volunteers and staff including the STARS Partners and STARS Partner Coaches.
  2. Operate cash register
  3. Work with volunteers regarding merchandise:
    - Receive the goods and provide the donor with a receipt, if requested;
    - Unpack boxes and bags of donations, sort the merchandise to be sold and that to be discarded disposing of them properly and expeditiously;
    - Arrange/re-arrange displays, stock shelves, dust & clean displays and shelves, hang-up clothes, move furniture items or boxes of donated items for appropriate display, etc.;
    - Display the merchandise attractively and conveniently;
  4. Assist clients with the merchandise they have selected, answering questions, etc.
  5. Help to keep the store clean, organized, safe and secure.
  6. Exemplify Christ to all workers, volunteers and clients.
  7. Perform other duties as directed by the STARS Resale Shop Manager or the Director of Administration & Finance.
- Requirements:**
1. Must have great people/interpersonal communication skills, be able to multi-task, work independently and complete tasks in a timely manner, and maintain an excellent attendance record.
  2. Requires standing, walking, lifting, carrying, pushing/pulling, bending, climbing, kneeling and twisting. Must be able to ascend and descend stairs, lift and transport 45 pounds, and to move furniture and equipment. Closed toed shoes and appropriate clothing required.
  3. Must be able to work afternoons and Saturdays and be willing to work at the STARS Resale Shop when needed.