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**St. Vincent de Paul Thrift Store**

**5969 East Main Street**

**Columbus OH 43213**

<https://www.svdpcolumbus.org/svdp_thrift_stores>

**Retail Sales Associates**

**JOB TYPE**

Part time with an opportunity for full-time employment after a probationary period.

**Full Job Description and Qualifications**

**SUMMARY**

The Society of St. Vincent de Paul (SVdP) is dedicated to feeding, clothing, and assisting individuals and families in our community who have nowhere else to turn for help. As important, SVdP provides meaningful opportunities for volunteers to serve their neighbors in need with love and compassion.

All employees of the St. Vincent de Paul Thrift Store in Columbus are important to the success of our mission. All that we do and all the profit that we raise goes to the Society of St. Vincent de Paul in Columbus to help us carry out our mission to help our neighbors in Central Ohio who need our help.

Our sales associates are the face of the Society of St. Vincent de Paul when you interact with the customers, donors, and your coworkers in the store. The most important qualifications you can exhibit as you interact with the public are respect and friendliness to our neighbors.

**OVERVIEW**

Qualified applicants for our Sales Associate positions are expected to assist the Store Manager in the daily operation of the thrift store consistent with policies and procedures of St. Vincent de Paul.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Sales Associate Responsibilities:**

* Assists customers with purchasing needs
* Answers phone inquiries and gives information to the public
* Operates cash register
* Accepts donations
* Processes merchandise
* Stocks merchandise on retail floor
* Arranges clothing by department, clothing type and size
* Assists with rotating merchandise
* Creates merchandise displays for customer appeal
* Performs housekeeping duties including dusting, mopping, vacuuming, windows, restrooms and parking lots
* Performs any other duties assigned by Store Manager or daily manager on duty

**Required Skills/Abilities:**

* Six months of retail sales or customer service experience is helpful, but not required
* Able to work with volunteers and support the mission of St. Vincent de Paul

**Education and Experience:**

* High school diploma or equivalent

**Physical Requirements:**

* Able to stand, walk, sit, bend, reach and lift up to 30 pounds are required for this position