



Position Title:

Boomerangs Sales Associate (part-time, 7-20 hours/week)

Reporting Relationship

Store Managers

Ministry Description:

The purpose of this position is to provide both a high level of customer service to our patrons and support to our volunteer staff while pursuing the ministry and financial goals of Boomerangs.

Primary Responsibilities:

1. Oversee the sales counter
 - Perform sales transactions and returns accurately
 - Maintain daily records at close and/or open
 - Understand and communicate store policies to customers
2. Provide excellent customer service
 - Greet customers as they arrive at the store and point out any current specials
 - Regularly walk the sales floor to assist customers and deter shoplifting
 - Ensure customer interactions are respectful and efficient
 - Express gratitude for each sale, donation and volunteer
3. Communication
 - Receive and provide accurate and timely communication with customers, staff and management via email, phone, texting and/or written communication.
4. Product management
 - Complete training in backroom procedures in order to provide support to volunteers as well as assist with workflow
 - Accept donations, sort, price and display products as able when not directly serving a customer
 - Maintain a clean and organized sales floor
 - Additional duties as requested
5. Operate within Door Creek Church guidelines pursuant to the Employee Handbook and all Policies and Procedures

Personal Qualifications:

- Door Creek Church attender who shares our values and vision for ministry and regularly nurtures their own spiritual growth
- Ability to work independently and as a member of a team
- Ability to multi-task and stay on track with regular interruptions

- Creative, detail-oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, and maintain systems
- Flexible days and hours to meet the needs of the store
- Demonstrates basic computer skills (Google Docs, Outlook, and Internet research)
- Strong people skills
- Willingness and desire to learn
- Be able to lift 40 pounds
- Be able to stand for extended periods of time