Part-Time Store Associate – RESALE SHOP

Normalcy. Dignity. Hope. – Christ's Haven For Children is a nonprofit organization centered around these core values. We are located in Keller/North Fort Worth and provide a trauma-informed, family model of care for displaced children, teens, and young adults. As a voluntary placement organization, we are an option outside of traditional foster care, often when a caregiver has exhausted all efforts to care for a child. Whether a child is with us for six months or sixteen years, we utilize that time loving them as our own and instilling normalcy, dignity, and hope into their lives. As a faith-based organization, we envision that their time with us will help lead them toward a future of hope and healing.

We are looking for a part-time professional (20-28 hours per week) to join our team as a **Store Associate at the Christ's Haven Resale Shop**. Sales revenue from the Christ's Haven Resale Shop helps fund the organization's operations and mission. Reporting to the Christ's Haven Resale Shop Manager, the Store Associate will provide assistance in multiple areas of the store including cashier, donations, and store operations.

Core Competencies & Responsibilities:
Customer Service
Interpersonal Communications
Physical Demands

Responsibilities

- Process sales transactions as a cashier
- Provide excellent customer service to customers, volunteers, and donors
- Maintain a clean and organized work environment at register, donation pick up area, and donation sorting stations
- Assist with loading, unloading, sorting, and placement of donated items at Christ's Haven Resale Shop
- Assist with customer needs loading purchases
- Assist other Christ's Haven Resale Shop employees as needed with moving of furniture, heavy items in store
- Periodic Resale Shop maintenance & cleaning
- Other duties as assigned by Christ's Haven Resale Shop Manager and/or Assistant Manager

Qualifications:

- High school diploma is required or able to show proof that you are working toward that goal
- Able to lift, move, and load heavy items – sometimes exceeding 30 lbs
- Must be able to stand for an extended period of time
- Demonstrate effective verbal communication & customer service skills
- Demonstrate effective time management and the ability to prioritize tasks
- Ability to diffuse crisis situations
- Compliance with requirements and standards stated in Christ's Haven Employee Manual
- Willing to submit to organization's background check and drug test
- Willing to sign organization's Statement of Faith

Position:

The Resale Shop Store Associate is a part-time, non-exempt position that will work at the Christ's Haven Resale Shop (301 N. Main Street, Keller, 76248) during the store's hours Monday-Saturday from 10:00am-6:00pm.