



JOB ANNOUNCEMENT – STORE CLERK

The Society of St. Vincent de Paul of Contra Costa County (SVdP) was founded in 1964 to serve the most vulnerable in our community. Our many programs provide food, clothing, shelter, rental assistance, medical services, employment, and workforce development to our neighbors in Contra Costa County. Our Vincentians (members) are drawn from every ethnic and cultural background, age group, and economic level. Vincentians are united to help neighbors in need.

St. Vincent de Paul makes no distinction in those who are served through our anti-poverty programs. The Society of St. Vincent de Paul holds these core values and is guided by them in all of our programs and services.

Position Title: Store Clerk

Reports To: Thrift Store Manager

Position: Full-time or Part-time, non-exempt

Starting Wage: \$16.50/hour

Description: The Store Clerk is a full-/part-time, non-exempt position. The Store Clerk is responsible for cashier functions at the sales desk, answering telephones, assisting customers, maintaining a safe and clean area in the store, and sorting clothing and miscellaneous household items. This position reports to the Thrift Store Manager.

Essential Duties and Responsibilities:

- Handle all cashier functions including vouchers, cash, and charge transactions
- Act as salesperson
- Sort donated items of clothing, miscellaneous, and household items into appropriate categories
- Determine whether donations are saleable. If not, sorts donation accordingly (bale or trash)
- Test the functionality of donations
- Monitor and maintain product areas on the store and warehouse floor
- Answer the telephone efficiently and courteously, offering assistance to the caller as needed
- Maintain a safe and clean working area within the store, including aisles and walkways
- Provide efficient and courteous service to customers
- Assist Store Management in the pricing, stocking, and displaying merchandise
- Other duties, as assigned

Qualifications:

- High school graduate or equivalent
- Ability to follow instructions, change priorities, and meet deadlines
- Ability to communicate and interact professionally and effectively with store personnel, volunteers, and the public

Physical Demands:

Position requires standing for extended periods of time as well as the ability to bend, kneel and squat. This position also requires the ability to occasionally lift 25 pounds and/or move items up to 25 pounds. The employee may be exposed to fumes or dust, outdoor weather, moving mechanical parts and moderate to loud noise levels.

To begin the application process, please send your resume to jobs@svdp-cc.org

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"A network of friends, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need."