Redwood Gospel Mission

The Redwood Gospel Mission, in the grace and power of Jesus Christ, mobilizes our community

to minister to the needy so that lives are transformed.

JOB TITLE: Clerk (Cashier)

MINISTRY: Industrial Ministries

TIME COMMITMENT: Varies up to 40 hours per week set by Director of Industrial Ministries

SUPERVISOR: Director of Industrial Ministries

POSITION SUMMARY:

Receive and disburse money in Thrift Store, use of cash register or related equipment. Process credit and debit card transactions. Keep space organized, sort and hang when time allows and perform other related duties as assigned. You are a very important part of the Ministry of Redwood Gospel Mission; our customer's contact with you may be the only connection they will have with RGM.

QUALIFICATIONS:

Requires basic math skills, reading, writing, and good customer service

DUTIES AND RESPONSIBILITIES:

- Courteously greet and assist customers
- When the opportunity arises share our Ministries and flyers with our customers
- Complete one transaction before starting another (customers know they need to wait their turn)
- Help keep work station clean and orderly at all times (the condition of the work station reflects on RGM, it should look professional and be a place of efficient service
- Be on alert of shoplifters and alert the manager who will deal appropriately with the situation
- Direct those in need of family assistance to Pastor Berrios in the Ministry Support Office
- Keep display cases neat and full of merchandise
- Display new jewelry, other items and rotate as needed.
- One person needs to be behind the register counter at all times
- Contact store manager or if you need to leave for any reason
- When sales are slow, ask the manager to assign a task that can be done at the sales counter
- Know and obey all store policies and procedures

PHYSICAL REQUIREMENTS:

Light Lifting, squatting and standing

I can perform the essential functions and tasks of this job.

Signature: _____

Date: _____