

**Thrift on Purpose Temporary Retail Associate Position**  
December 2024

**OVERVIEW:**

The Temporary Retail Associate is responsible for assisting with retail floor operations at Thrift on Purpose. This person is responsible to the Shop Manager and relates to shop volunteers and staff.

**MISSION:**

Thrift On Purpose is an Mennonite Central Committee (MCC) partner nonprofit organization, committed to Christian faith in action, through supporting the primary goals of MCC by operating as a thrift store.

MCC Thrift Shop Mission Statement—As a network of not-for-profit thrift shops, we support the local and global relief, development and peace projects of Mennonite Central Committee (MCC).

The mission of MCC is to share God's love and compassion for all in the name of Christ by responding to basic human needs and working for peace and justice. MCC envisions communities worldwide in right relationship with God, one another and creation. MCC's priorities in its mission are disaster relief, sustainable community development and justice and peace-building.

**THE TEMPORARY RETAIL ASSOCIATE IS RESPONSIBLE FOR THE FUNCTIONS BELOW, IN ADDITION TO OTHER DUTIES AS ASSIGNED:**

- Checks materials and supplies, reports when stock is low, and restocks as directed
- Keeps the checkout area tidy and sanitized
- Runs cash register duties when a volunteer is not present (scans items, rings up sales, and collects payment from customers, bags and/or wraps customers' purchases as necessary)
- Communicates effectively with customers, shop associates, and volunteers. Helps to motivate volunteers by improving morale, teamwork, and engagement. Helps to resolve customer issues promptly and professionally
- Maintains aspects of retail floor conditions, presentation, and appearance
- Complies with federal, state and local laws governing shop operation. Ensures safety, sanitation, proper use, and maintenance of facilities and equipment. Communicates expectations, investigates complaints, and performs physical inspections to ensure compliance with government regulations and company standards. Maintains established security procedures to protect associates, customers, and company assets.

**REPORTS TO**

Shop Manager

## QUALIFICATION REQUIREMENTS

- Marketing/merchandising ability and customer service skills
- Experience in thrift shop operations preferred
- Excellent communication and relation building skills
- Computer skills preferred
- Willingness to work as a team with the shop managers and volunteers
- Knowledge of MCC preferred
- Standing for extended periods and walking for short periods of time are required.  
This position uses standard office equipment, requires close visual acuity, frequent typing, both hearing and talking abilities, and the ability to lift and move objects up to 30 pounds frequently and up to 50 pounds occasionally. Additionally, the ability to climb, stoop, kneel, crouch, reach, push, pull, finger, grasp, and feel objects of varying textures and size is frequently required.
- To perform this job successfully, the Associate must be able to perform each essential duty satisfactorily with or without an accommodation. The listed actions above are representative of the knowledge, skills, and/or abilities required.
- Minimum requirement of a high school education or general education degree (GED) and two (2) years of retail experience. Bachelor's degree in business or related field desirable.

Thrift on Purpose is an Equal Opportunity Employer. Thrift on Purpose will not discriminate against an applicant or employee on the basis of actual or perceived age, sex, sexual orientation, race, color, creed, religion, familial status, ethnicity, national origin, citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with a disability may be entitled to reasonable accommodation under terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the ways things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Thrift on Purpose.