

## **PART TIME STORE CLERK**

Underground Railroad Resale - Saginaw, MI 48601

Part-time (approx. 20 hrs. per week), hourly

Underground Railroad Resale is currently seeking two Store Clerk positions. Clerks are responsible for maintaining the store in a clean and safe manner, assisting customers, sorting and pricing items, stocking shelves and operating the cash register.

### **General Responsibilities:**

Assist customers as necessary.

Sort, price and stock donated merchandise when appropriate.

Maintain the store in a clean and safe manner.

Assist Manager with front window and other store displays.

Operate cash register when necessary.

Be able to lift up to 50 pounds.

Maintain confidentiality at all times.

Read appropriate program and policy manuals (URR SOP, Personnel Policies, Computer SOP, etc.).

Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for shoppers and co-workers.

Adhere to, promote and enforce all rules, policies and recommending changes as appropriate or necessary.

Maintain a professional, courteous and helpful demeanor at all times when working at or representing the URR.

Maintain positive communication with co-workers, guests, children and all others who come in contact with Upscale Resale.

Attend relevant conferences, trainings and meetings as required.

Allow flexibility in scheduling and job function.

Other tasks as assigned by supervisor.

### **Qualifications and Skills Required:**

A minimum of a high school diploma, GED and/or experience in retail sales. Knowledge and experience of sales, customer relations and window design helpful. Possess a valid Michigan Driver's License

**Please send resume and cover letter to [sbaker@undergroundrailroadinc.org](mailto:sbaker@undergroundrailroadinc.org) by July 26th, 2017 for consideration. No calls please.**