



Title: Sales Associate

Ministry Area: The Thrift Store

Classification: Part-Time; Non-Exempt

FLSA Exemption Type: N/A

Schedule/Hours: Scheduled for 20-30 hours per week

Job Summary: The Sales Associate at The Thrift Store plays a vital role in greeting customers, working on the sales floor, sorting donations, pricing and stocking the store and assists the Thrift Store Manager in the day-to-day operational management of the thrift store. The main purpose of The Thrift Store is to ensure that families in the community can afford to purchase the things they need, give an avenue for donors to share with others while also providing a thrifter's paradise. This mission outreach supports Concord United's desire to **Share** Christ, **Serve** Others and **Grow** in Faith.

Spiritual and Personal Qualifications:

- Must be a person of genuine Christian character and commitment who professes faith in Jesus Christ and exhibits a sincere Christian lifestyle.
- Maintains a life of personal and spiritual development and accountability as an active member of a Christian church.
- Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ.
- Exemplifies the utmost integrity and demonstrates character that is "above reproach".

Reports To: Thrift Store Manager and works under the guidelines established by the Staff-Parish Relations Committee and the Staff Employee Handbook.

Supervisory Responsibility: Volunteers working in the store in coordination with the store manager.

Staff Accountability:

- Demonstrates an attitude of professional excellence in working with staff, volunteers, shoppers and agencies
- Creates and maintains a work environment consistent with The Thrift Store culture of loving our neighbors
- Exemplifies a positive, "can-do" attitude
- Participates in staff meetings as scheduled.

- Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff

Key Responsibilities:

- **Thrift Store Operations:**
 - Assist the Thrift Store Manager in day-to-day store operations as directed, such as:
 - assist and/or perform opening & closing tasks
 - greet customers, answer questions and assist customers on the phone and in the store
 - price and display merchandise
 - operate Point of Sale System (POS); assist or train volunteers to use POS
 - assist with unloading and loading of donations and sales as needed
 - other tasks as requested
- **Community Engagement:**
 - Work to connect with local ministries and agencies that can use or purchase items from the store.
- **Administration:**
 - Promote the store using Social Media campaigns to reach customers and the larger community using Facebook, Instagram, Constant Contact, etc.
- **Volunteer Coordination:**
 - Serve with, encourage and oversee volunteers for various tasks in The Thrift Store.
 - Greet volunteers daily, help volunteers log into Volgistics and/or record their hours served in the system.

Qualifications:

- **Education:**
 - High School degree or equivalent
- **Relevant Experience:**
 - Retail or business experience, love of thrifting or willingness to learn.
- **Skills:**
 - Organization and attention to detail for sorting, tagging and tracking items
 - Ability to assess clothing quality, condition and pricing
 - Operate POS system, check out customers
- **Preferred Qualifications:** Cooperative, outgoing, energetic and relational

Working Conditions:

- Sales Associate will need to dress in comfortable clothing and wear closed toe shoes.

Physical Requirements: Handling sale items may require repeated bending, stretching, twisting and lifting. Ability to lift and move items safely. In addition, the Sales Associate will assist the Store Manager as requested.

Conditions for Employment:

- Pass a background check
- Safe Sanctuaries Training and Screening
- Valid TN Driver's License with a Clean Driving Record

Revised, reformatted: August 2026