



Job Title: Relief Clerk (Free Store)
Supervisor: Executive Director
Employment Status: Part Time 12-hours weekly (Mon., Tue. & Wed. 12:30 – 5:00 & 2nd Saturday 9:00 – 1:00)

Essential Function

- Work in conjunction with fellow team members, as well as volunteers, to promote the mission of Charitable Union, which is to contribute to human dignity by providing clothing, bedding and household goods, at no charge, and connect people to resources in the community. Provide quality customer service to all clients, donors, customers, staff and volunteers.

Responsibilities:

- You are the face of Charitable Union no matter what job you are doing. Good customer service skills are a must, smiling, courteous to all client shoppers, donors and volunteers, please and thank you, etc.
- Train in all areas of Charitable Union client services: Donor Hall, Garage, Free Store, Reception Desk, Basement area.
- Oversees stock and organization of clothing and goods in the Free Store, purge clothing and household goods daily to keep store organized for client shopping.
- Good customer service skills required; ability to communicate with clients, volunteers, staff and any public.
- Train volunteers how to: check out items, do store recovery, restock store, help customers find things in the store, coordinate items coming from basement/donor door area into the store.
- Communicate with donor hall staff/volunteers to make sure both areas have sufficient help
- Check out clients, count and record items received by individual family members.
- Communicate and coordinate flow of shoppers with personnel at front desk, and flow of clothing and other items to be distributed with personnel in basement or donor door area.
- Attend staff meetings and participate in Shoppers' Council
- Store recovery includes making sure vacuum, other cleaning is done on daily basis
- Other duties as assigned

Qualifications required:

- High School Diploma, GED or attending high school, CATC, or other school alternatives will be considered.
- Ability to perform physical work, follow directions and work with public
- Second Language a plus (Burmese or Spanish)
- Knowledge of computers and Microsoft Software a plus
- Commitment to the mission and goals of the organization

Skills Recommended:

- Good communication and customer service skills.
- Ability to: follow directions, organize and keep work space clean, move quickly during high volume periods, push/pull carts with clothing, use dollies to move boxes, fold or hang clothing, measure and mark clothing, instruct volunteers on how to assist you with tasks that need to be completed in your area.
- Able to vacuum, break down boxes, take trash to dumpster, pick up trash outside of building.

Working Conditions:

- Physical range of motion includes bending, stooping, lifting and moving bags and boxes weighing 40 lbs. or more, climbing steps, climbing ladder, climbing step stool, sorting donations, sitting or standing for long periods of time, stretching or raising arms over head.
- Flexible hours, split shifts.

Safety Equipment Required:

- Appropriate shoes and clothing for tasks being performed.

Deadline to Apply: Until filled.

How to Apply: Submit resume and application via e-mail Jobs@CharitableUnion.org or Charitable Union, Attn: Job Openings, 85 Calhoun Street, Battle Creek, MI 49017

Salary Range: \$9.25 per hour.

Charitable Union is an equal opportunity employer.