



Warehouse Associate - Mission Thrift Store Kingston Full Time

BFM Foundation (Canada) is a national Christian organization with over 50 Mission Thrift Stores across Canada. The net revenue from all Mission Thrift Stores is devoted to Joint Ministry of BFM Foundation (Canada) and Bible League Canada. These funds are used to establish adult literacy programs, provide church planter training, children's ministry programs, and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

Mission Thrift Store Kingston is currently seeking a Warehouse Associate who understands and supports the vision and purpose of BFM Foundation (Canada). The Warehouse Associate must have strong relational qualities and excellent communication skills.

QUALIFICATIONS

Abilities

The Warehouse Associate must have proficient knowledge in the following areas:

- Knowledge of store policies and procedures
- Experience with the non-profits and volunteer organizations

Skills

The Warehouse Associate must demonstrate the following skills:

- Excellent communication skills including verbal, written, and listening.
- Analytical and problem-solving skills; be able to solve problems with good judgment and make decisions independently.
- Time management skills
- Positive, helpful attitude toward customers, including the ability to speak clearly and convey information accurately.

Personal Attributes

The Warehouse Associate must maintain strict confidentiality in performing his/her duties and must demonstrate the following personal attributes:

- Be honest and trustworthy.
- Be respectful.
- Be flexible.
- Demonstrate sound work ethics.

Duties and Responsibilities:

- Good verbal communication with other volunteers and customers
- Be organized and neat.
- Mathematical skills and the ability to handle transactions quickly and accurately.
- Support as a cashier
- Support staff in the processing, purging, and pricing of merchandise.
- Ability to process coupons, refunds, and gift cards.
- Assist in supporting the Receiver with donated goods.
- Sort and distribute donations to various departments with focus on furniture and hardware departments.
- Knowledge of recycling procedures and garbage
- Ensure work areas are clean and maintain a safe environment.
- Be available to work until 6:30 PM and work at least one Saturday per month.
- Able to be flexible in moving from different departments in the warehouse.
- Handle most of the cash register and all cashier duties.
- Ensure the store is clean and tidy with the assistance of Front Store Supervisor
- Retrieve silent auction items when necessary.
- Assist in moving sold furniture to our backdoor for customer pick-up.
- Assist truck driver with pick up and deliveries including recycling.

Working Conditions:

The Warehouse Associate will be working in a retail thrift store environment; expect to be standing and walking for long periods, lifting, carrying donations, and assisting a wide variety of customers and volunteers.

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The position may be required to perform job-related responsibilities and tasks other than those stated in this job description.

How to Apply:

Please send your resume and cover letter to kingston@missionthriftstore.com by Monday, July 22nd.