



## *Southwest Church is a Gospel Centered, Multiethnic, Intergenerational Church. We Love Discipleship!*

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### *WHO WE ARE*

#### **OUR FOCUS**

Southwest Church is focused on discipling people to become committed followers of Jesus Christ. We desire all members of Southwest to be:

- **PLANTED** (the call to salvation)
- **ROOTED** (the call to foundation)
- **GROWING** (the call to maturation)
- **GOING** (the call to multiplication)

#### **OUR VALUES**

- **We are Faithful** - We love Jesus! Our gospel-centered church will be driven by our gospel-centered team. We will aim for faithfulness to Jesus, Jesus' Word, and Jesus' will above all else. (1 JOHN 4)
- **We are Family** - Our families are our first ministry not the church. Our families will love the church and never feel like they have to compete with the church. So we'll honor the Sabbath, honor time away from work to invest in our families, and encourage our people to do the same. (1 TIMOTHY 3)
- **We are Fun** - Laughing, enjoyment, and celebration is gonna be normal here. Our calling is a serious one, but it is not one that is without amazing fun! (ECCLESIASTES 8)
- **We are Free** - We are a team on a mission. And you're free to make that mission happen! We let thoroughbreds run. We'll give you the play and make sure you're free to run it. Our team is free to lead. Free to speak. Free to innovate. Free to fail. All for the purpose of achieving the mission God has given us. (GALATIANS 2)
- **We are Forgiving** - Sin is serious and we won't let it remain in the camp. We will constantly forgive one another because we've been forgiven. When conflict happens, we'll address it quickly, respond graciously, and move forward by keeping short accounts with each other. (MATTHEW 18)
- **We are Flexible** - We embrace change! There are no sacred cows here, just a sacred goal to make Jesus famous! We'll be geared to the times but anchored to the rock. (MARK 2)
- **We are Forthright** - We want to bear much fruit! And because ministry is hard to measure we'll allow iron to sharpen iron to make one another better! So we're gonna be forthright. Because fearless feedback yields fruit! (PROVERBS 27)



## Assistant Store Manager

**MINISTRY TEAM: THRIFT STORE**



### **SUMMARY**

As a member of the thrift store team you will be responsible for the management of Southwest Thrift Store. Position requires that the staff be creative with the available resources to ensure that the store maintains excellent visual presentation at all times. Ensure that the sales floor is well organized as possible for visual ascetics but for safety.

### **KEY RESPONSIBILITIES**

- Ensure that the store opens with a devotional and prayer. Ask volunteers for any prayer request.
- Ensure the safety of the store for any potential hazards prior to opening.
- Oversee, Handling of cash and end of day deposits.
- Supervises thrift store volunteers.
- Display and price all merchandise, if unsure, consult with manager for direction.
- Supervise court appointed volunteers and ensure that all hours are reported accordingly.
- Ensure that we have a safe environment for all employees and volunteers by checking on Megan's law if they are registered.
- Ensure that a background check is completed and filed with HR if the volunteer is a cashier.
- Report to supervisor any problems as a result of daily operations.
- Maintain a safe working environment
  - Report any safety hazards or potential hazards to the Manager.
  - Ensure that volunteers, especially Teen-agers are not doing potentially hazardous tasks.
- Oversee acceptance of customer donations coming into thrift stores.
- Provide timely response and resolution of customer/ donor complaints and or concerns.
- Notify Manager of any major complaints that would have an impact on Southwest Church relationship with customer or donor and / or community public relations
- Assist on the thrift store truck as needed
- Other duties as assigned

### **QUALIFICATIONS**

- MUST be teachable and willing to continue learning.
- 2+ years related experience in a ministry setting preferred.
- Knowledge of computer applications such as Word and/or Pages, Excel and/or Numbers, PowerPoint and/or Keynote, etc.
- Ability to work effectively with volunteers.
- Highly developed interpersonal skills and highly effective in working objectively with a diverse group of people.
- A Team player willing to accept and promote organizational goals
- Work with minimum supervision.
- Mathematical Skills:
  - Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals
  
- Physical requirements: Constant periods of sitting and repetitive motions. Occasionally able to lift or move up to 40lbs and standing or walking.