



POSITION: OPERATIONS ASSISTANT-OAKLAWN

ACCOUNTABLE TO: OAKLAWN MANAGER

NON-EXEMPT FTE .50

OUR VISION: His Helping Hands seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshiping him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the king.

Position Summary: With ministry direction, **The Sales Associate** will be tasked with supporting the needs of The Oaklawn Thrift Store, by sorting donations, loading, and unloading trucks, assisting customers, and maintaining operations of the store.

Essential Task: **The Sales Associate** will perform various task but not limited to the list below.

- Sort and hang clothing and shoes.
- Sort and organize the houseware items.
- Prepare bedding sets, dish sets, wash cloth/towel sets and store in the houseware room.
- Maintain the store in a neat and orderly manner.
- Clean the inside and outside of the store.
- Clean the refrigerators in the breakroom and the front kitchen periodically.
- Clear the snow and ice from sidewalks and parking lot during the winter.
- Help donors unload items at the Donation Door
- Help customers with loading items.
- Process cash and credit transactions.

Responsibilities

- Help the HHH Operations Manager as directed.
- Help maintain the HHH property and equipment.
- Operate all HHH equipment and vehicles in an efficient and safe manner.
- Help keep the store neat and orderly.
- Help HHH donors/customers as needed.

SPIRITUAL:

Has accepted Christ as his/her Savior and will accept the Central Christian Church 8-point statement of faith.

REQUIRED KNOWLEDGE:

Money handling

SKILLS/ABILITIES:

- Hospitality: Generates a sense of hospitality by their very presence; communicates with a sense of warmth, openness, and approachability; fosters natural connections.
- Interpersonal Skills: Establishes good working relationships.
- Attention to Detail: Keeps the larger picture in mind while tending to the smallest of details.

- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; seizes opportunities; sets demanding but achievable objectives for self.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent in communication; and responds to situations with constancy and reliability.

Ministry Expectations:

As a staff member of Central Christian Church, I commit to the following:

1. Care for my own soul – spiritually, physically, emotionally, and intellectually.
2. Care for my own family – spiritually and emotionally.
3. Exemplify a godly life in public and private.
4. Handle conflict Biblically.
5. To repent quickly of any revealed sin
6. Be above reproach in all relationships, protecting against appearance of inappropriate behavior with the opposite sex.
7. Strive to be a humble, servant leader worth following.
8. Be loyal to vision and leadership – speaking positively and fiercely protect both peers and eldership but not overlooking or ignoring wrongdoing. (In no way is this intended to contradict accountability. In any circumstance of wrongdoing or inappropriate behavior of any kind, you are to follow the appropriate communication lines as laid out by the form chart and policy manual).
9. To put the best interest of the Church always before mine or my personal ministry
10. Be a multiplier of disciples and leaders – Equipping the saints, who will replace you?
11. Make every effort to establish a “team environment” bringing others into conversations and inviting open dialog.
12. To strive to shepherd people with gentleness and love through change, good times, and difficult times
13. Faithfully and compassionately care for people.
14. Be a learner with a teachable spirit – actively pressing yourself to learn new things.
15. To give my best effort and strive for excellence.
16. To be a servant of the Church in the workplace willing to step in when and where necessary
17. To acknowledge communication quickly, even if the answer isn’t known, with an estimate of when you can respond more fully.

Working conditions

- The ability to work in adverse weather conditions which could include, but not limited to hot, cold, dry, moist, and slippery environments. Other environmental factors could be surface noise, lighting, vibrations, and smell.
- Primarily in the HHH warehouse and surrounding HHH campus
- Driving HHH trucks to pick-up donations or deliver various products.

Physical requirements

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry, or lowered for a duration of time. Ability to lift 75 pounds. The ability to use fine motor skills including tactile while performing a task.

Direct Reports:

None

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the position of **The Sales Associate**, and I certify that I can perform these functions.

Employee/Applicant Signature: _____ Date: _____

Supervisor/Hiring Manager: _____ Date: _____