



POSITION: OPERATIONS ASSISTANT/DRIVER - OAKLAWN

ACCOUNTABLE TO: OAKLAWN MANAGER

NON-EXEMPT FTE 1.0

OUR MISSION: *Oaklawn Clothing n Stuff*, a ministry of **His Helping Hands**, exists to serve the Oaklawn and surrounding communities by offering affordable essentials while demonstrating Christ's love through compassionate action. All proceeds support **Fresh Hope**, a mentorship program that empowers women to grow in faith and overcome life's challenges.

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

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

- Sort, hang, and price clothing, shoes and other merchandise.
- Sort and organize the houseware items.
- Maintain cleanliness and organization of the sales floor and back areas
- Clean the inside and outside of the store.
- Help donors unload items at the Donation Door
- Help customers with loading purchases.
- Process cash and credit transactions accurately
- Drive a ministry owned vehicle to pick up donations around Wichita

Responsibilities

- Help the Store Manager as directed.
- Accurately scan and bag purchases
- Provide friendly and helpful customer service to shoppers and donors
- Balancing the cash drawer.
- Help Thrift Store donors/customers as needed.
- Maintain dependable attendance and reliable transportation to the store location (47th & Clifton, south Wichita)
- Operate the store independently and responsibly while maintaining a safe, organized, and customer-focused environment.
- Open and close the store following established procedures.
- Resolve customer concerns professionally and relay important information back to the store manager.
- Must possess and maintain a valid driver's license and be eligible to operate ministry vehicles.

SPIRITUAL:



Has accepted Christ as his/her Savior and will accept the Central Christian Church 8-point statement 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.
- Basic Android knowledge (Answering phone and opening apps on a tablet)

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.

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 **Sales Associate**, and I certify that I can perform these functions.

Employee/Applicant Signature: _____ Date: _____

Supervisor/Hiring Manager: _____ Date: _____