

**Position: Back of House Associate – Hope’s Closet Thrift**

**Classification:** Hourly/ Full-Time

**Reports To:** Back of the House Manager – Hope’s Closet Thrift

**Purpose**

To help execute daily back of the house operations to drive sales while keeping focus on The Church of Eleven22 and Hope's Closet's vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

**Education**

- Completion of a High School Diploma required
- Completion of College Degree preferred

**Experience**

- 2-3 years of relevant work experience, including retail or warehouse experience

**Key Responsibilities**

- Drive sales by executing daily operations of inventory and providing excellent customer service to our donors and customers
- Maintain organization in back of the house – processing area, donation door, warehouse and stockroom
- Help support Back of the House Manager in donation receiving & replenishment process
- Assist in coordination and management of Hope's Closet volunteers for BOH operations and their serving opportunities
- Weekend hours are a must. Hours and shifts may change due to high work volume.

**Success Factors**

- Model The Church of Eleven22 mission, vision, and core values.
- Demonstrated ability to make Disciples who make Disciples
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Possess strong organizational, planning and problem solving skills
- Staying focused on daily and weekly tasks
- Team communication
- Ability to work in a fast pace work environment