



BARGAIN BOX WEEKEND SUPPORT STAFF

Position Title: Support Staff
Part-time, Non-Exempt Position, 10 hours per week

Date: July 2024

Supervisor: Bargain Box Ministry Director

Purpose: To connect people to Christ through the Bargain Box Ministry, specifically by providing assistance in Bargain Box daily operations.

PRIMARY DUTIES:

1. Perform opening and closing duties to include opening/closing gates, trash removal, kitchen re-stocking, and vacuuming
2. Support staff and volunteer workers with daily operations to include moving donations.
3. Provide customer service and relations such as carry-out; position requires mostly sales floor presence
4. Maintain safety, consistency, and organization on the sales floor environment and work area
5. Communicate, maintain and enforce shop policies and procedures
6. Uphold the Staff Covenant

SKILLS DESIRED:

1. Dedicated and growing Christian
2. Excellent people skills and the ability to interact in a positive and Christ-like manner with customers and volunteers
3. Willingness to work within a team and be a team player
4. Strong organization skills and systems mindfulness
5. Ability to work in a fast-paced, high-energy environment
6. Good communicator
7. Self-starter

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently travels over common ground such as hallways and sidewalks
2. Frequently travels over common surfaces
3. Occasionally bends, crouches and reaches overhead
4. Occasionally lifts and transports items weighing 25 pounds or less.
5. Seldom lifts and transports items weighing 50 pounds or less.
6. Works primarily in an indoor environment with occasional tasks being performed outdoors
7. Works weekend hours

KEY PERFORMANCE MEASUREMENTS:

1. Customer and volunteer satisfaction based on feedback
2. Overall condition of work room and sales floor- cleanliness, organization, safety as determined by Bargain

Box Ministry Director

3. Integration with the Bargain Box staff and volunteers as determined by the Bargain Box Ministry Director
4. Quarterly reviews with Bargain Box Ministry Director