



## **Team Member Position: Customer Service Coordinator**

We are seeking applicants to join our staff team at Gracie's Thrift Store in Tempe. This is an hourly, part-time position, serving a 20-hour workweek. The work schedule often has some variety – start as early as 8:00am, and finish as late as 7:00pm – and includes Saturdays. The store is closed on Sundays.

### **General Responsibilities**

- To coordinate and perform collection box pickups, residential donation pickups, and merchandise deliveries – using Gracie's vehicles.
- To perform with excellence in all customer service aspects of the retail store operation, including cashiering and merchandising.
- To participate in receiving, receipting, and preliminary sorting of donations.
- To participate in pricing, preparing and creatively placing merchandise for display.
- To participate in organizing, cleaning, janitorial, and light vehicle maintenance duties.

### **Position Requirements**

- Gracie's Thrift is a ministry – so evidence of an active Christian faith is essential.
- Must have ability to safely move furniture and appliances using hand-trucks and furniture dollies – often working with a partner for large loads and heavy pieces.
- Ability to correctly and safely operate vehicles with manual transmission is essential. Experience with trucks of 1-ton capacity or larger is a plus.
- To meet insurance requirements: 1) A clean driving record is required; 2) Applicant must be at least 21 years old.
- Must demonstrate good grasp of arithmetic, currency, coinage, and making change.
- Have ability to interact appropriately with a public comprised of multiple generations, a variety of ethnicities and socio-economic levels, and multiple nationalities.
- Staff members are expected to interact with the public and one another graciously, competently, and professionally.

### **Other Information**

- Ability to converse in Spanish is a significant asset.
- Prior retail, warehouse and/or ministry background is a positive.
- All applicants are subject to a pre-employment background check and drug test.
- Indicate an interest and request an application: [graciesthrift@graceaz.com](mailto:graciesthrift@graceaz.com)

## **Gracie's Thrift Store**

*A Ministry of Grace Community Church*

**1520 E. Apache Boulevard ☎ Tempe, AZ 85281 ☎ (480) 967-5231**