



## **Mission Thrift Store - Calgary Killarney (Alberta)**

### **Production Associate** **Part-Time**

BFM Foundation (Canada) is a national Christian organization with over 50 Mission Thrift Stores across the country. The net revenue from all Mission Thrift Stores is devoted to Joint Ministry of BFM Foundation (Canada) and Bible League Canada. These funds are used to establish adult literacy programs, provide church planter training, children's ministry programs, and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

#### **JOB POSTING**

Mission Thrift Store Calgary Killarney (Alberta) is currently seeking a Production Associate who understands and supports the vision of BFM Foundation (Canada), while assisting in all tasks to seamlessly process merchandise at the store. The Production Associate oversees the Receiving Department and Volunteer Product Workers to ensure a continuous flow of all products to their respective departments. This position involves receiving, sorting, evaluating, pricing, stocking, and merchandising all products, as well as operating the cash system and assisting with the timely purging and sale of items, as needed. The successful associate will work with the Store Manager to maximize production and sales floor success by modeling excellent communication, customer service, and work ethic, as well as promoting safety and cleanliness within the store.

#### **POSITION RESPONSIBILITIES**

- Organization and implementation of donation sorting and selection
- Close collaboration with Store Manager and other staff
- Close collaboration with and assistance to volunteers
- Excellent customer service/relations
- Maintenance of the Receiving/Sorting Area and overall store organization/cleanliness
- Maintenance of a **SAFE** work environment
- Adequate merchandising and stocking of certain products
- Training new volunteers in the Receiving Department and general workplace
- Establishment and maintenance of effective working relationships with other employees and volunteers
- Performing other duties as assigned

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational skills
- Ability to handle multiple tasks at any given time and follow each to conclusion
- Productive collaboration with the store team and management
- Clear and effective communication (verbal, listening, and written)
- Strong interpersonal skills

- Handling discrepancies calmly and politely
- Strong problem-solving and analytical skills
- Strong time management skills
- Knowledge of cash register and POS system operations (cash, credit/debit cards, and register receipts)
- Proficient computer skills (Microsoft Office 365)

### **ESSENTIAL FUNCTIONS**

- **Required Frequently:** Standing, walking, kneeling, squatting, bending, reaching, lifting, and working on small ladders.
- Consistent attendance of scheduled/requested shifts and punctuality are **essential** to this position.
- Flexibility and availability to fulfill occasional Saturday relief shifts, as requested, are a **must**.

### **PERSONAL ATTRIBUTES**

- Honest and trustworthy
- Respectful
- Flexible
- Reliable with sound work ethics
- Positive and demonstrates a helpful attitude toward customers and colleagues

### **EXPERIENCE**

- At least 1 year of retail experience (sales, cash register/POS system operation, customer service)
- Experience in retail warehousing/receiving is preferred
- Experience working in a not-for-profit organization is an asset

### **COMPENSATION**

- \$18.00 per hour

### **APPLY TODAY!**

If you feel that you have the passion and skill set that would help to advance the purpose of Mission Thrift Store Calgary Killarney, we look forward to hearing from you! **Please submit your resume and cover letter with subject line, “Production Associate”, by Friday, August 1st, via email to [careers@missionthriftstore.com](mailto:careers@missionthriftstore.com).**

**\*\*\* ONLY APPLICATIONS ACCOMPANIED BY COVER LETTERS WILL BE CONSIDERED \*\*\***

*BFM (Calgary Killarney) Enterprises Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*