



Job Title: Lead Production

Associate

Location: UGM Thrift Store, LC Valley

Status: Full-time

Responsibilities:

- Train employees in cashiering, merchandising and production skills.
- Ensure safety procedures are observed, and unsafe conditions are reported.
- Implement and maintain excellent customer service practices.
- Instruct staff in how to read and understand their sales and production dashboard.
- Provide Store Manager with sales statistics from point-of-sale system.
- Resolve conflicts with customers and employees with skill and tact.
- Maintain excellent communication with Store Manager.
- Collaborate with Store Manager to implement orientation and training programs.
- Prepare schedules and assign duties.

Required Qualifications:

- Supervisory experience and excellent interpersonal skills.
- Available to work evenings and Saturdays.
- Confident using a computer (Microsoft Word, Excel, Outlook and point-of-sale system).
- Ability to lift up to 25 pounds occasionally and be on your feet 8-10 hours daily.

Preferred Qualifications:

- Experience in thrift store operations.

Compensation: \$13.50-\$15.50/hour

Must be committed to the Christian faith and comply with drug-free, tobacco-free and alcohol-free policy. Those qualified to join our team can enjoy a rewarding work environment, competitive wages, and excellent benefits: medical, dental and retirement. Submit a letter of interest and resume to:

UNION GOSPEL MISSION
Human.resources@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315