



MISSION

WACO | WORLD

Job Description	
MWMW Position Title: CROSS FUNCTIONAL STAFF	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Program Staff <input checked="" type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
Immediate Supervisor: General Manager	
Immediate Subordinates: N/A	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: Aug 2024
	Date Last Revised:
Hours Per week: 20-24 hrs/wk – Temporary part-time position for up to six months. No guarantee of full-time or part-time employment at end of temporary period.	
Benefits: Not eligible for benefits.	
General Summary: Store assignments will flex as-needed to work in the store office or as cashier. This employee will be trained for various assigned tasks.	
Critical Functions and Responsibilities	
1. OFFICE - INVENTORY: Conduct Cycle Count Inventory processes to ensure accuracy. Upload new invoices to ensure accurate pricing and inventory. Maintain and evaluate inventory records on a biannual basis. Notify store management of shortages or other problems. Help maintain accurate pricing based on department profit percentage goals	
2. OFFICE – ADMINISTRATIVE: Prepare check requests to go with invoices from vendors. Other administrative duties as assigned. Follow store procedures.	
3. CASHIER – Operate cash register in ethical manner. Rotate store product to minimize loss from spoilage. Assist in shelf replenishment. Maintain a friendly attitude towards customers and fellow staff.	
4. Attend JFM staff meetings as scheduled. Attend monthly MWMW staff meetings as often as possible, or rotate with other JFM staff so that someone from JFM is in attendance.	
5. Participate in GiANT Worldwide leadership/communication development curriculum as offered by MWMW, and promote engagement with GiANT principles among JFM staff.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Strong computer skills (Inventory maintenance) 2. Exemplary mathematical and analytical skills	Skills and knowledge preferred: 1. “Back office” of retail Point of Sale system
Minimum previous experience required: N/A	Previous experience preferred: 1. Advertisement design 2. Retail

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Minimum education required: High school diploma or GED certificate	Education preferred: Some college.
Minimum communication skills required: Excellent written and verbal communication skills	Communication skills preferred: Bilingual (Spanish)
Special training, certification or licensing required: N/A	
Behavioral, emotional, mental requirements: Ability to maintain good and clear communication with co-workers, volunteers, customers and vendors.	
Other requirements: <ol style="list-style-type: none"> 1. Able to lift 40 lbs without restrictions. 2. Able to work irregular hours including weekends. Other preferences: <ol style="list-style-type: none"> 1. Mature Christian 	

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