



MISSION

WACO | WORLD

| Job Description | |
|--|--|
| MWMW Position Title (type in CAPS): TEMPORARY RETAIL STAFF – Clothesline/Voucher Center | |
| 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(s): Retail Manager, Clothesline/Voucher Center; Development Director | |
| Immediate Subordinates: n/a | |
| Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt | Position Originally Created: 2025 |
| Date Last Revised: | |
| Hours Per week: \$11.50/hr. Approx 10-20 hours per month. Schedule varies based on needs of the store, but typically are first and third Tuesdays 2-4pm; most Thursdays 2-4pm; 3 rd Thursday 8am-4pm once per quarter; fill-in for other staff as needed. More than one person may be hired as temporary employee. | |
| General Summary: Voucher Center provides clothing to low-income adults and children. Clothing is donated. Program participants receive vouchers from Mission Waco's Meyer Center for Urban Ministries. The Clothesline is a "gently worn" retail clothing boutique primarily selling women's clothing, shoes and accessories. | |
| Critical Functions and Responsibilities | |
| 1. Clothesline: retail customer service; following store protocols regarding handing cash, operating cash register, unlocking and locking the facility; maintaining store appearance standards through cleaning and tidying displays and clothing/shoe areas. | |
| 2. Voucher Center: Provide customer services to Participants who shop. Checking IDs and tracking all Participant voucher forms, maintaining program guidelines. Working independently while interacting with Participants with respect. | |
| Additional Functions and Responsibilities | |
| 1. Understand and follow protocols regarding volunteers who are assisting with organizing and sorting in warehouse. | |
| 2. Attend staff meetings as scheduled by manager. | |
| 3. Participate in GiANT Worldwide leadership and communication development curriculum, as assigned by MWMW. | |
| 4. Become familiar with ActionCoach tools and resources used in store for retail planning and implementation. | |
| Requirements/Preferences | |
| Minimum skills and knowledge required: Basic customer service; Cash register operation | Skills and knowledge preferred: 1. Managing volunteers. |
| Minimum previous experience required: Some Retail sales and cashier experience | Previous experience preferred: 2 years Retail sales and cashier experience |

The functions and responsibilities contained above are not all inclusive. Other duties and requirements may be assigned at any time.

| | |
|---|---|
| Minimum education required: High school diploma | Education preferred: some college |
| Minimum communication skills required: 1. Good communication and listening skills | Communication skills preferred: 1. Bi-lingual (Spanish) language skills |
| Special training, certification or licensing required: n/a | |
| Behavioral, emotional, mental requirements: 1. Mature Christian with compassionate heart for the poor and marginalized 2. Provide a calm presence when interacting with many types of personalities. 3. Trustworthy, honest, has integrity. | |
| Other requirements: 1. Ability to work in varying weather temps as voucher center does not have central heat/A/C. 2. Able to lift 25 lbs as needed in warehouse/retail areas. 3. Able to maintain security protocols. | |

The functions and responsibilities contained above are not all inclusive. Other duties and requirements may be assigned at any time.