



Title: **Cashier**
FLSA Status: **Part-time, Non-Exempt**

Reports to: **Store Manager**
EEO Code: **4**

EMPLOYMENT OPPORTUNITY

Overview:

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Smoketown/Shelby Park neighborhood. Through our homeless shelters, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

Position Summary:

St Vincent de Paul seeks a **Part-time Cashier** to contribute to the Agency's mission by performing regular duties and responsibilities: Operate cash register, opening & closing store, bank deposits, and sorting, grading, pricing and sale of donated merchandise.

Essential Duties and Responsibilities:

- Under routine supervision, greets and assists customers and guests in a courteous manner, rings purchases on the register, accepts payment, gives correct change and a valid receipt
- Sort and process merchandise, restock racks and displays as directed
- Assist in maintaining security of the facility, merchandise and cash receipts
- Performs daily duties as directed to maintain the store in a clean and orderly fashion
- Performs other duties as assigned

Specific Knowledge, Skills, Abilities:

- Ability to communicate with and assist customers, donors and volunteers
- Good people skills
- Ability to operate a cash register
- Ability to stand and walk/remain on feet for long periods of time is essential to the job
- Ability to lift up to 25 pounds
- Knowledge/interest in electronics is a plus

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma/GED
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted
- Valid Driver's License
- Successfully pass required pre-employment background and drug screening

Reporting to this position: None



Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVdP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via www.louisvilleworks.com - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul
HR Director
1015-C South Preston St
Louisville, KY 40203
Email: dflanigan@svdplou.org

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)