



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Retail Producer**

FLSA Status: **Full-time, Non-Exempt**

Reports to: **Store Manager**

EEO Code: **4**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Retail Producer** contributes to the Agency's mission by performing regular duties and responsibilities: Greet donors and assist with collecting, sorting, pricing, and stocking of donated items.

Essential Duties and Responsibilities:

- Greet donors in a courteous manner
- Answer questions
- Safely empty boxes and bags of donated items
- Sort the items
- Price the items
- Stock the items
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Ability to communicate with and assist customers, volunteers and donors
- Great people skills
- Ability to perform physical, manual labor especially with hands for long periods of time
- Ability to stand and walk/remain on feet for long periods of time (essential to the job)
- Ability to lift up to 25 pounds (essential to the job)
- Commitment to the Mission and goals of St Vincent de Paul
- 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 proficiency to perform the work may be substituted
- Successfully pass required pre-employment background and drug screening

Reporting to this position: None

Physical Demands/Effort/Work Environment:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by SVDP.

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.

SVDP 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.

Apply online: www.svdplou.org

Email cover letter and resume to: hrl@svdplou.org
(In the Subject line put Retail Producer)

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.