

# **JOB POSTING – ST. VINCENT DE PAUL** **COMMUNITY STORE**

POSITION: **Cashier – Full-time**  
**1st Shift (9:30 am – 5:00 pm; Various Days: Mon-Sat)**

POSITION MANAGER: Paula Cosby, Associate Director of Operations

POSTING PERIOD: December 18, 2019 Until Filled

APPLICATION PROCESS:

If you are interested in the position, mail or email ([pcosby@stvincentdayton.org](mailto:pcosby@stvincentdayton.org)) a resume and/or a Letter of Interest to Paula Cosby, St. Vincent de Paul Community Store, 945 S. Edwin C. Moses Blvd., Dayton, Ohio 45417 requesting consideration for the position. **If you are a current employee of St. Vincent de Paul, you must submit a Letter of Interest to Paula Cosby and inform your current manager of your interest in this position.**

Summary of Position Responsibilities:

The position supports the Vision, Mission and Values of the Society of St. Vincent de Paul. Candidate would be responsible for operating the cash register, assisting customers and clients, stocking merchandise and maintaining the store. Position requires providing a high level of customer service.

QUALIFICATIONS:

- High school diploma or equivalent
- At least 1 year experience in a retail environment with cash register skills
- Demonstrate excellent customer service skills
- Ability to effectively interact with diverse populations
- Excellent communication skills – verbal and written
- Good computer skills
- Ability to perform simple mathematical functions
- Must be able to stand or walk for extended periods
- Must be able to lift up to 50 pounds
- Must be able to pass a drug screen and a background check