



**HELPING CAPTIVES**

**Organizational Background:**

Helping Captives is a Christian anti-trafficking agency that partners with like-minded members of the community to fight for survivors of human trafficking. We work with our partners to help prevent trafficking before it starts through education and training, to intervene when trafficking occurs, and to help individuals heal from the impact of trafficking through our recovery services. Helping Captives empowers people to fight trafficking and help survivors in our community, giving survivors a safe place to heal and breathe.

**SUMMARY OF POSITION**

**Job Title: Part Time Cashier**

Organization: Helping Captives Thrift Store

Location: Spokane, WA

Job Type: Part Time (10-15 hours per week)

Status: Non-exempt

Reports to: Store Director

**Position Overview:**

We are seeking a reliable and customer-focused individual to join our team as a **Part-Time Thrift Store Cashier**. This role is essential in ensuring a positive shopping experience for our customers while also supporting back-of-house operations like stocking and donation processing. If you enjoy working with people, have a passion for secondhand retail, and are comfortable multitasking in a fast-paced environment, we'd love to hear from you!

**DUTIES & RESPONSIBILITIES**

- Operate cash register and handle customer transactions accurately
- Greet and assist customers with questions and purchases
- Receive, sort, and process donations in a timely and respectful manner
- Stock shelves, racks, and displays to maintain a clean and organized sales floor
- Maintain cleanliness and organization of the front counter, sales floor, and backroom areas
- Help with opening and/or closing duties as assigned
- Perform other tasks as needed to support store operations



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## **SKILLS & QUALIFICATIONS**

### **Desired Skills and Qualifications:**

- Committed Christian, able and willing to model servant-leadership, and interested in being part of a ministry to people in need.
- Grounded in the Christian faith as a mature, active member of the body of Christ on a consistent, day-to-day basis.
- Strong Interpersonal skills – professional while exercising compassion and discernment, modeling the teachings of Christ.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of Helping Captives
- Excellent communication skills, including written, verbal, and instructional.
- Must have a teachable spirit who can listen and make sound decisions.
- Strong organizational skills with the ability to multitask and be self-motivated.
- Capable of maintaining focus in a busy environment.
- Quick learner with attention to detail and accuracy.
- Time management skills and scheduling capabilities.
- Flexible and able to problem-solve.
- Insightful, trustworthy, honest, reliable, model appropriate boundaries, and strong work ethic.
- Self-starter – you should be able to learn quickly and be resourceful in finding answers to questions or problems you are unfamiliar with.
- A high level of personal integrity and professionalism, including the ability to work with confidential information.
- Must be available to work Saturdays
- Prior retail or cashier experience a plus, but not required.
- The physical ability to lift to 30 lbs., as well as bending, stooping, and kneeling to move and organize items in the office and help with events.

### **Minimum Qualifications:**

- Ability to manage multiple projects and complete them with little supervision.
- Highly organized and detail-oriented.
- Fantastic customer service.
- Is team-oriented and works collaboratively to achieve team goals.
- Must be able to pass a background check successfully.

### **To Apply:**

Please submit your resume or stop by Helping Captives Thrift Store to complete an application in person.



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**Faith-based Nonprofit:**

Helping Captives is a 501(c)3, charitable, non-profit, Christian organization. Helping Captives has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. Helping Captives' policy grants equal employment opportunities to all qualified individuals and does not engage in unlawful discrimination based on race, color, national origin, age, sex, or disability.

Our designated purpose is religious, and we are a Christ-centered ministry dedicated to sharing the Gospel of Jesus Christ. We seek to help prevent human trafficking and help survivors of trafficking through the love and power of the Gospel. We consider every position in the organization to be essential in the fulfillment of our ministry. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must be able and willing to share the Gospel, participate in all Helping Captives ministry activities, and adhere to the Helping Captives Employee Handbook.