

JOB POSTING – KEY HOLDER

Opportunity – Key Holder

The Store Associate is responsible for providing excellent customer service and support at our Hillcrest Thrift Stores. The perfect candidate will have experience working with volunteers and in retail settings. They will be able to be on their feet for long periods of time. They should be courteous and enjoy working with the public.

Essential Duties of the Key Holder

- Closing the stores Monday thru Friday and occasionally open as needed.
- Opening and closing the store two Saturday's a month.
- Adhere to Hillcrest employee handbook and retail policies and engage customers, volunteers, staff, and donors with values that reflect our ministry.
- Responsible for accurate and timely register reconciliation and money handling.
- Manage the stores security system, enabling it and disabling it when necessary.
- Attending to customer requests or inquiries in the store.
- Operating point of sale system.
- Sorting, hanging, and pricing clothing.
- Putting away wares and clothing as needed.
- Making sure that the store is always clean and properly organized.
- Filling in for the store manager when required.
- Follow closing checklist.
- Follow company policies and procedures.

Qualifications

- Ability to process information and merchandise through computer system and POS register system.
- Ability to communicate and understand written and verbal orders.
- Ability to pass all company background checks.
- Ability to work varied hours/days.
- Ability to complete work in a timely, accurate, confidential, and thorough manner.
- Ability to meet the physical demands of the job.

Additional Details

There are two part-time positions available at our Lee's Summit, Missouri Thrift Store. This is a part-time position located at our Lee's Summit, Missouri Thrift Store. Store hours are Monday – Friday from 10am – 8pm and Saturday's from 10am – 6pm. Hours for this position will vary based on schedule availability. Position requires at least two Saturday shifts per month.

Salary range for this position is \$12.00 - \$15.00 per hour based on experience.

[Click here to apply online](#) or visit <https://hillcrestkc.org/careers/> for more information about our organization.

Hillcrest Ministries of MidAmerica, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.