

## Store and Warehouse Clerk

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### Job Description

The successful candidate will be responsible for assisting with the store and its operations while maintaining the highest level of customer service.

This individual will be responsible for:

#### Store

- Cash till operations
- Cash out procedures
- Occasional store lock-up
- Tidying and organizing items in-store and on shelves
- Stocking shelves

#### Warehouse

- Processing donations (sorting bedding from clothing, kitchen wares, etc)
- Pricing smaller items
- Organizing the linen department and assembling dish sets for clients

#### Customer Service

- Serve and assist customers in-store as required.
- Ensure complete donor, customer, and client satisfaction by treating every individual with respect, courtesy, and assistance
- Provide verbal information and cards/brochures about Find to serviced individuals, as well as those inquiring as needed

#### Secondary Duties

- Additional warehouse and cleaning duties may be assigned as necessary and permitted.
- Cleanliness of delivery trucks is expected and is the responsibility of the driving team.
- Attendance of weekly/bi-weekly and some ad-hoc meetings is required.

### Reporting Structure

Working in a team orientated environment, store and warehouse clerks receive daily instructions and report directly to the Manager, as well as the Acting General Manager.

Occasional direction from the Find Coordinator regarding process development and improvements can also be expected.

## **Skills**

Store and warehouse clerks are expected to perform their duties while maintaining the highest level of customer service. We are looking for a reliable, positive team player to act as a representative in the community.

The successful candidate will:

- Possess strong communication and customer service skills
- Have the ability to work well in a variety of settings with minimal supervision
- Work well under pressure and tight deadlines in a fast-paced environment
- Participate in a team orientated setting
- Demonstrate the ability to problem solve and achieve positive outcomes using critical thinking and proper judgment
- Be interested and have an acumen for continuous change and learning

## **Requirements**

- Overtime work required as needed
- Steel-toed safety boots
- Own transportation to/from store warehouse, public transportation is available

## **About Find: Furnishing Hope**

Find: Furnishing Hope is an initiative of Homeward Trust Edmonton. It is a social enterprise that offers quality, low-cost, previously used furniture for sale to the public. Furniture is also provided free of charge to participants in Edmonton's housing first support program. Proceeds from retail sales support programs for people transitioning out of homelessness and into permanent housing, helping them build better futures.

### **Please submit your resume to:**

Brent Bushell

Director, Housing Development/Acting General Manager of Find  
Homeward Trust Edmonton

**Address:** 6th Floor, 10242 105 Street Edmonton, AB T5J 3L5

**Email:** [jobs@homewardtrust.ca](mailto:jobs@homewardtrust.ca)

**Fax:** 780.496.2634

***Thank you to candidates that apply, however, only those selected for an interview will be contacted.***