

Gift Shop Clerk – Full Time
Solanus Casey Center – Detroit – The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Solanus Casey Center, a ministry of The Province of St. Joseph of the Capuchin Order, is currently seeking a Gift Shop Clerk to assist the Store Manager in maintaining the operations of the Solanus Casey Gift Shop.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Maintain daily operations when store manager is unavailable
- Ensure that each guest receives outstanding service by providing a friendly environment, greeting and acknowledging guests, and having a good understanding of products available in the gift shop
- Complete all sales and transactions maintaining proper cash accountabilities
- Maintain operation records and prepare daily transaction records
- Assist in filling or covering schedules when necessary to ensure store is staffed during business hours
- Stock shelves, counters and tables with merchandise
- Prepare inventory of stock and order, receive and price merchandise as necessary
- Will serve as backup for front desk receptionist as needed, potentially including working entire shifts at desk
- Front desk receptionist duties include, but aren't limited to: answering of phones and directing calls, greeting guests professionally, providing information of addresses and phone number for Detroit Ministries, review security cameras, etc.
- Perform other duties as requested

Qualifications: High School Diploma or GED. Ability to work independently and as part of a team. Effective problem solving, interpersonal and verbal communication skills. Demonstrated ability to work with the public. Demonstrated proficient math skills. Bilingual Preferred.

Typical work week: 36-40 hours/week with flexible schedule. We are a 7 day operation including some holidays.

The review of resumes will begin immediately.

Please send letter of interest and resume to: employment@thecapuchins.org Please include "Gift Shop Clerk" in the subject line.

Or mail to: Attention: Human Resources
 Gift Shop Clerk
 The Province of St. Joseph of the Capuchin Order
 1820 Mt. Elliott Street
 Detroit, MI 48207