

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

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 is a place of pilgrimage, healing, reconciliation and peace. The Gift Shop Clerk serves guests and assists the Store Manager in performing the daily operations of the Gift Shop while ensuring guests and volunteers are shown hospitality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
 - Include volunteers to perform daily operations making them feel welcome
 - Assist Gift Shop Manager with on line orders, purchasing and daily operations
 - Ensure that each guest receives outstanding service by providing hospitality to guests and having a good understanding of products available in the gift shop
 - Show volunteers hospitality and assist Store Manager in training them
 - Complete all transactions accurately
 - Maintain operation records and prepare daily transaction records
 - Assist in filling or covering schedules when necessary to ensure adequate staffing
 - Ensure stock is orderly, priced and refilled as needed
 - Prepare inventory of stock and order, receive and price merchandise as necessary
 - Serve as backup for front desk receptionist as needed
 - Comply with Province and ministry policies, procedures, guidelines and standards
-
- **Qualifications:** High School diploma or GED, experience in customer service, knowledge of Catholic tradition or willingness to learn, ability to work a flexible schedule including weekends and holidays, effective math, communication, problem solving, interpersonal and organizational skills, ability to use computer programs related to ordering, inventory and point of sale, effective Microsoft Office skills, ability to lift and move up to 25 pounds

Interested candidates may apply by **submitting letter of interest and resume to:**

employment@thecapuchins.org 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
 4390 Conner
 Detroit, Michigan 48215

Internal candidates may apply using an internal application available from their Supervisor or Human Resources.