



<b>JOB TITLE:</b>	<b>ACTS Store Clerk</b>
<b>EFFECTIVE DATE:</b>	January 3, 2023
<b>FLSA CLASSIFICATION:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt / <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT / <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly
<b>REPORTS TO:</b>	Store Manager
<b>DEPARTMENT:</b>	Administration

**SUMMARY:**

The ACTS Apostolate encompasses ACTS Missions, ACTS Missions Chapters, and ACTS Cores. The apostolate partners with Catholic parishes in building vibrant, active communities through ACTS Retreats and ongoing parish support. The ACTS Store Clerk supports the apostolate by unpacking, counting, and stocking shelves with store merchandise. The Clerk is a self-motivated, honest team player who cares about the mission and provides an inviting store environment.

**Responsibilities:**

- Unpack shipments in the storeroom and categorize them appropriately
- Restock shelves when needed to ensure optimum availability of products
- Prepare and distribute special-ordered merchandise
- Inform Store Manager of status of items in inventory
- Greet customers when they walk through the door and ask if they need assistance
- Print & fill online orders daily as needed through Point of Sale system (LightSpeed)
- Assist in maintaining a safe storage area
- Assist in recycling efforts by recycling cardboard, plastics, etc.
- Open or close the store when needed
- All other duties the Supervisor may deem a necessary job responsibility, e.g. short-term special projects

**Required Minimum Qualifications:**

- High School diploma required; college or technical school preferred
- Basic math skills
- Proficient verbal communication in English and Spanish
- Excellent communication and interpersonal skills
- Facility with technology including, but not limited to, desktop/laptop familiarity, Office 365, Lightspeed and virtual communication (phone, online video conferencing, email)

**Preferred Qualifications and Characteristics:**

- Experience as an ACTS Retreatant and Team Member; additional experience serving as an ACTS Director, parish Core member, and/or a member of an ACTS Chapter preferred; or willingness to attend an ACTS Retreat
- Knowledge of Catholic teachings and hierarchy



**Working Conditions:**

- Basic Retail Store environment
- Standing for long periods of time required
- Physical labor moving boxes, inventory and shipping containers, displays
- Ability to lift push or pull 25-50 lbs. alone; 75-100 lbs. with assistance
- Valid Texas Class C driver's license and insurable
- Ability to work evenings and weekends

**Additional Information:**

- Store hours are 10:00 AM-4:00 PM, Monday-Friday, and 10:00 AM-2:00 PM, select Saturdays; additionally, there may be occasion to travel and/or participate in evening and weekend activities as needed
- Employee must live within an hour or less commute of the ACTS Missions store based at 285 Oblate Drive, San Antonio, TX 78216

***Interested applicants:***

*Please provide a current resume via email to [employment@actsmissions.org](mailto:employment@actsmissions.org).*

*Position open until filled.*

The above information is intended to describe the general nature and level of work being performed by employees within this classification. It is not intended to be construed as a comprehensive list of all duties, responsibilities and qualifications of employees so classified.