

**TITLE:** Earthly Treasures Floor Worker  
**CLASSIFICATION:** Part-time, Hourly Support Staff  
**EMPLOYED BY:** Shelby Baptist Association  
**SUPERVISED BY:** Clothing Ministry Director and Warehouse Manager

**PRIMARY FUNCTION:**  
Keep Earthly Treasures floor clean and well organized.

**RESPONSIBILITIES:**

1. Rehang clothes that have fallen off or been taken off the hangers.
2. Clean and organize shelves.
3. Move misplaced merchandise back to the appropriate department. (example: clothing, household items, books, and toys left on furniture should be moved back to its place.)
4. Restock and organize shoes. Pull \$.25 shoes off the floor and move to a baler box after final mark-down.
5. Dust mop retail area. Vacuum carpeted area at entrance/exit.
6. Empty restock-carts when volunteers are not available.
7. Remove empty hangers from clothing racks.
8. Other assignments as designated.

**OTHER:**

1. This position requires someone to be on their feet for most of the day. It also requires some lifting of small household appliances, toys, and décor items.
2. Appropriate dress is jeans or long pants and one of our Ministry Center shirts. No open toed shoes.
3. The person filling this position will primarily be on the sales floor and around customers and clients. It is important to keep a cheerful and pleasant disposition. Behavior that is a poor reflection of the values of the Shelby Baptist Association at Earthly Treasures or in the community will not be tolerated.