HELPING CAPTIVES
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Organizational Background:
Helping Captives is a Christian anti-trafficking agency that partners with like-minded members of the community to fight for survivors of human trafficking. We work with our partners to help prevent trafficking before it starts through education and training, to intervene when trafficking occurs, and to help individuals heal from the impact of trafficking through our recovery services. Helping Captives empowers people to fight trafficking and help survivors in our community, giving survivors a safe place to heal and breathe.

SUMMARY OF POSITION

Job Title: Cashier / Donations Receiver
Organization: Helping Captives
Location: Spokane, WA
Job Type: Part-time (5-20 hours per week)
Compensation: $17.13 per hour
Status: Non-exempt
Reports to: Store Director

This part-time Cashier/Donations Receiver serves as a frontline representative of Helping Captives by welcoming customers and donors, processing sales transactions, and receiving donated items with care and gratitude. This position reflects Helping Captives' mission and values by providing excellent customer service and creating a positive experience for every guest.

Key Responsibilities

Cashiering & Customer Service:

- Greet every customer warmly and create a welcoming shopping environment.
- Accurately operate the point-of-sale (POS) system to process purchases, payments and issue receipts.
- Provide friendly, helpful customer service by answering questions and assisting shoppers.
- Keep the checkout area clean, organized, and stocked with necessary supplies.
- Assist with light merchandising, pricing, tagging, and store tasks as needed.

Minimum Qualifications:

- Prior cashier, retail, or donations experience preferred but not required; training provided.
- Basic math skills and comfort handling cash and operating a POS system.
- Dependable, punctual, and able to work a flexible schedule, including Saturdays.
- Strong interpersonal and communication skills.
- Ability to work independently while collaborating effectively with staff and volunteers.
- Alignment with and support of Helping Captives' mission, faith-based values, and Statement of Faith.

REQUIREMENTS

Preferred Characteristics:

- Ability to stand and walk for extended periods during shifts.
- Ability to lift and carry up to 25–35 lbs. regularly, with occasional assistance for heavier donations.
- Ability to bend, kneel, and reach to sort and organize donated goods.
- Comfortable working near a loading/drop-off area in varying weather conditions.

Faith-based Nonprofit:

Helping Captives is a 501(c)3, charitable, non-profit, Christian organization. Helping Captives has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. Helping Captives' policy grants equal employment opportunities to all qualified individuals and does not engage in unlawful discrimination based on race, color, national origin, age, sex, or disability.
Our designated purpose is religious, and we are a Christ-centered ministry dedicated to sharing the Gospel of Jesus Christ. We seek to help prevent human trafficking and help survivors of trafficking through the love and power of the Gospel. We consider every position in the organization to be essential in the fulfillment of our ministry. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must be able and willing to share the Gospel, and adhere to the Helping Captives Employee Handbook.

Summary of Benefits

- Hourly wage for this position is between $17.13 per hour worked
- One week (5 days) of Personal Time Off (PTO) per year
- Employee discount at Helping Captives Thrift Store