



The Compassionate Care Hospice Society is HIRING:

**Two Summer Student positions for our nonprofit
Compassionate Care Thrift Store!**

Position: Store Clerk

Under the supervision of the Executive Director, the thrift store clerk will be mentored by our Marketing Coordinator to gain experience in retail thrift store operations, operating technology, developing digital and social media/website management skills, and delivering excellent customer service while representing the Compassionate Care Hospice Society (2016) in Rocky Mountain House, Alberta. This term position will involve working alongside thrift store volunteers and the public. This is a Youth Summer Jobs Grant made possible by the Government of Canada. This grant allows for the hiring of two summer students with the ages spanning from 16yrs-30yrs old for a total of 9 weeks.

Job Type: Part-Time (30hrs/week)

Pay: \$17.00/hr, no benefits available

Work Location: Rocky Mountain House, Alberta

Application deadline: June 3/26

Start Date: June 19, 2026

End Date: August 21, 2026

Primary Duties & Responsibilities:

Cashier Duties:

- Sales and transactions which includes cash handling, processing payments, till & float balancing, operating a cash register, cash-outs with logging sales records, bagging items. Opening and closing the store.

Customer Service:

- Greeting customers and helping customers find items, with purchases, and answering questions

Inventory Management:

- Stocking inventory and shelves, hanging clothes on racks, lifting of boxes, rearranging stock in store, receiving donations, ensuring items are easy to find, sorting items and inventory, and organizing inventory and/or storage room.

Store Maintenance:

- Light cleaning which includes vacuuming, sweeping, mopping, dusting, washing windows, bathrooms, taking out the garbage/carboard. Keeping the store clean, tidy, and well-organized.

Merchandising:

- Arrange clothing and store items into displays, help plan promotion days, help set out store signage and tables, help create webpage for the store and help with advertisement on social medias.

Other duties as assigned:

- Other jobs or duties that come up during day-day operations

Qualifications:

- Previous work experience in retail is an asset, but not required
- Must be able to lift up to 25kgs
- Must be reliable, dependable, and able to work during weekdays
- Must be team orientated
- Must possess friendly and approachable demeanor
- Must have a willingness to learn and be able to take direction
- Must provide a criminal record and vulnerable sector check
- Must have reliable transportation

Working Conditions:

- Friendly and welcoming hospice team consisting of staff and volunteers!
- Safe working environment!
- Weekends off!
- Morning/Daytime shifts with occasional evenings!

****This is a fixed period employment opportunity made possible by grant funding****

The Compassionate Care Hospice Society recognizes that candidates all have different skills and experiences to offer. While we're highlighting desired qualifications in the job posting, it is not a checklist. We encourage everyone interested to apply and indicate how you would successfully take on the role even if you have unconventional experiences or qualifications. We are willing to train the right individual.

Please email resumes/references to:

Jessica Bozman, CCHS Executive Director, 403-895-4030

cc.hospicesociety2016@gmail.com

