JANUS YOUTH PROGRAMS, INC.

707 NE COUCH STREET

PORTLAND, OR 97232

**JOB DESCRIPTION – Daily Deposit Lead**

**Title:**  Daily Deposit Lead – Village Market

**Program:** Village Gardens

**Class/Status:**  $13/hour – 6-8 hours a week (over three days)

**Location:** 4632 N Trenton, Portland, OR 97203

**Reports To:** Ryan Schoonover , Village Market Manager

Position is open from January 2-January 20th. Interviews will take place the week of Jan 23-Jan 27th. Interviews will include questions and a sample cash count exercise. Position will start as soon as available beginning week of Jan 29th.

**Daily Deposit Lead Position Description**

Village Market is a non-profit, community-designed and operated, healthy corner grocery store in the heart of New Columbia in North Portland. Village Market strives to build community, promote health, offer fresh and healthy produce, grocery and prepared food items. Village Market is an exciting opportunity to work for a growing business in the dynamic North Portland community.

The Daily Deposit Lead position is responsible for completing the cash deposits for Village Market. Responsibilities include daily register reconcile, accurate cash management and adhering to cash controls. The position will ensure consistent and accurate cash reporting to fiscal. This position plays a valuable role in ensuring the market is successful.

Village Market is open 8:00 a.m. – 9:00 p.m., seven days a week. Schedule will be three days spread out through a week for 2-3 hours as determined by applicant.

**Immediate neighbors of Village Market encouraged to apply.**

**Education and Experience:**

A typical background for the person who can fulfill the duties of this position is as follows:

1. Experience with counting and recording cash deposits
2. Basic experience with excel spreadsheets
3. Experience with daily cash register reports.
4. Experience demonstrating an understanding of the cultural traditions and histories of low-income, urban African American, Latino, and African Immigrant communities sufficient to build effective relationships. Personal life experience is valued.

We consider education, training, life experience and demonstrated skills.

**Required Knowledge, Skills and Abilities:**

1. Value working in a multicultural/diverse environment
2. Ability to work in a fast-paced environment in an efficient and organized manner, attend to details, and meet deadlines
3. Ability to communicate effectively with a wide range of individuals (co-workers, customers, community members, funding representatives, management).
4. Ability to follow directions and incorporate feedback from supervisor.
5. Ability to exercise tact, discretion and judgment in the workplace.
6. Ability to work effectively as part of a team and foster cooperation of team members.
7. Maintain appropriate professional boundaries and confidentiality in the workplace.
8. Willingness to continuously learn with the support of co-workers
9. Basic math skills, including the ability to count money and make correct change.
10. Experience with computers and basic excel spreadsheets.
11. Experience with office functions such as phone use, computer use, filing, and copying.

**Additional Requirements:**

1. Must pass criminal history background check.
2. Driving is not required.

If driving for work purposes, must have and maintain a valid driver’s license for state of residency and a driving record meeting the agency’s liability insurance criteria. If driving a personal vehicle must also have and maintain personal auto liability coverage ($100,000/$300,000 levels strongly recommended). All employees who drive for work purposes, regardless of whether driving a personal or Janus vehicle, and regardless of whether driving with or without clients, must complete the agency’s driving approval process before driving for work purposes.

**Duties:**

* Model detailed, organized, and accurate cash management and documentation.
* Manage Safe Change. Count change safe and provide coin/currency change to registers.
* Request and complete change orders with bank.
* Ensure Store Clerks are accurately completing cash-handling procedures and documentation, including: till count, daily register reconcile, counterfeit pen use, on register POS protocols, etc. Follow up with store manager and/or store clerks as necessary.
* Complete daily cash reconcile consistently (3 times per week)
* Initiate conversations with InStore technology to problem solve daily cash reporting issues as needed.
* Strictly adhere to specified cash controls
* Prepare reconciliation and reporting for Janus Fiscal Team. Be point of contact for fiscal as needed.
* File documents in appropriate places (on desktop, dropbox, folders)
* Model and encourage direct, professional communication among all staff members and work to establish and maintain a positive, respectful work environment for everyone.
* Be solution-oriented. Look for problems and find/offer solutions.
* Provide strong communication with the Store Manager. Communicate all challenges, including: co-worker challenges, cash control and store policy issue compliance, maintenance and facility safety concerns, emergencies, and incident reporting.

Village Gardens and Village Market does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Please submit application materials by end of day January 20th to:

*In person* – Village Market 4632 N Trenton

 Village Gardens office 4625 N Trenton

*By email* - rschoonover@janusyouth.org

Please include both items below:

1. Please write an answer to both of these questions (no more than 2 pages please)
* What skills or experience do you have that fits this position?
* Why are you interested in being a part of Village Market?
1. A resume or list of past experience that prepares you for this position