



Employment Opportunity

THRIFT STORE MANAGER

Under the supervision of the Senior Services Manager, the Thrift Store Manager manages the daily operation of the Senior Services Thrift Store. The position performs a variety of tasks such as receiving and sorting merchandise, store organization, customer service, and scheduling and supervision of volunteers. Exercises independent judgment in decision making and prioritizes work.

Essential Functions: *Note: This is not an exhaustive list of all responsibilities, duties, and skills.*

- The Manager will be responsible for the day to day operation of the Thrift Store. General operational procedures are set by the Senior Services Manager and Senior Association Board of Directors.
- The Manager must attend all Board meetings. The Manager will report on sales, activities, and operations of the store.
- Recruits, trains, and supervises all staff and volunteers; arrange the volunteer work schedule; assists volunteers in performing duties; schedule staff meetings as needed
- Opens and closes the store as necessary; receives and inspects all donations/merchandise; prices and distributes items for sale.
- Initiates, develops, and implements a marketing/advertising plan for the store to attract customers.
- Insures patrons are presented with a clean, neat, and tidy facility; performs basic duties such as vacuuming carpets, sweeping and mopping floors, dusting, and picking up/taking out trash.
- Establish and maintain effective working relationships with customers, staff, and volunteers in the course of work.

Education/Training: Graduation from high school or equivalent GED; working knowledge in various computer software programs. Experience and/or post-secondary education in business management, marketing, retail management, or related field preferred or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

License/Certification: Must be able to obtain CPR, AED and First Aid Certifications within six months of employment.

Compensation and Benefits: This is a part-time position with partial City benefits. 25-30 hours per week; work hours are primarily Monday through Friday with some occasional weekend hours. The pay range starts at \$17.21/hour.

Application Procedure: A completed City of Wahoo employment application must be mailed or delivered to: Wahoo Senior Services, 235 East 4th Street, Wahoo, NE 68066. City of Wahoo employment applications are available at Wahoo City Hall, 605 N. Broadway or at the Wahoo Senior Center, 235 East 4th or you may download the application by visiting www.wahooparksandrec.com. Inquiries/questions may be directed to Sarah at (402) 443-4463.

The City of Wahoo is an Equal Opportunity Employer (EOE).