

Thrift Store Manager

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.



SUPERVISOR: Senior Services Manager

SUPERVISE: Oversees Thrift Store Assistant Manager and volunteer staff

SUMMARY DESCRIPTION

Under the general supervision of the Senior Services Manager, performs supervisory work in promoting, coordinating, and managing the daily operation of the Thrift Store.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive*

Manages the day-to-day operation of the Thrift 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.

Inspects and sorts all incoming donations; distributes and prices items for sale before displaying them.

Initiates, develops, and implements a marketing/advertising plan for the thrift store to attract shoppers.

Attends all Senior Center Association board meetings to report on sales, activities, and operations of the store.

Attends city staff meetings and designated department training events.

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.

Reports any building/facility maintenance problems or needs to the Senior Services Manager.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of retail store/business management and supervision
- Principles and practices of business correspondence, English usage, spelling, grammar and punctuation.
- Basic mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Lift and carry moderate weight objects as required for receiving, setup and display of Thrift Store items.

- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Clean and care for assigned areas and equipment.
- Establish and confidentially maintain records, reports, and financial documents.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with customers, staff, and volunteers in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an indoor environment with occasional to frequent work outdoors; may be required to work occasionally outside of normal work schedule.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and indoor facility setting; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate equipment and vehicles and to verbally communicate to exchange information; normal visual and hearing range.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

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.