

THRIFT STORE MANAGER

WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:

High School Diploma or G.E.D., B.A. in merchandising or retail preferred. Two years' experience in all phases of second-hand retail management preferred.

JOB SUMMARY:

The Thrift Store Manager is responsible for managing the profitable operation of the Thrift Store by achieving sales goals and controlling expenses, in accordance with store budget. Responsibilities include staffing, sales, merchandising, customer service, pick-ups, etc. Walking, standing, moving and lifting will be routine.

PRINCIPAL JOB DUTIES:

1. Responsible for hiring and supervision of direct reports.
2. Maintain accurate staff attendance records in accordance with current wage/hour laws.
3. Schedule the work hours of employees and volunteers to ensure safe and efficient store operations.
4. Train volunteers and staff to supplement staffing requirements.
5. Screen and approve placement of community service workers.
6. Provide work opportunities for clients; screen and approve placements.
7. Responsible for achieving sales goals by budget needs, contingent upon standards of production being achieved.
8. Responsible for financial records including sales closing reports, petty cash, petty cash log and cash receipt journals.
9. Responsible for opening and closing procedures.
10. Oversee log of donations to be picked up and an accurate comparison of incoming merchandise with donation log.
11. Responsible for preventive and emergency maintenance of store equipment and vehicles.
12. Maintain accurate maintenance log of store equipment and vehicles.
13. Responsible for daily upkeep and maintenance.
14. Maintain security procedures to minimize employee/customer theft.
15. Ensure compliance of Thrift Store safety standards with Agency policy and procedures.
16. Maintain store layouts and displays to enhance sales.
17. Prepare written and statistical reports as needed.
18. Assume all other duties as assigned by the Chief Resource Officer.
19. Responsible for carrying out all aspects of Hubbard House's Harassment and Discrimination (EEO) Policies and Procedures including the timely reporting of any claim(s) by staff to the CFO or CEO for follow up and investigation.
20. Responsible for maintaining an ongoing social media presence.

KNOWLEDGE AND SKILLS:

Position requires an energetic, independent, self-motivated individual who possesses strong management and organizational skills. Position requires organizing, planning and controlling the Thrift Store operations to achieve sales goals and maintain good standing in the community. Position also requires the ability to structure time and supervise diverse

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groups of employees, volunteers, community service workers and shelter residents. Individual must be cooperative and tactful and relate well to all types of people.

Qualified candidates are encouraged to apply by completing an application on our website: www.hubbardhouse.org . Please include resume and cover letter with application. Serious inquiries only. No phone calls please.