



# Community Thrift LLC

**Job Title:** Thrift Store Manager

**FLSA Classification:** hourly, non-exempt

**Reports to:** SCS Director of Administration

**Hours:** Full Time

## JOB SUMMARY

This position is responsible for the overall day to day operations of the Thrift Store. This position works directly with the community and customer relations is of great importance. This position will work with the Director of Administration at Sherwood Community Services to develop and attain goals.

## ESSENTIAL DUTIES & RESPONSIBILITIES

The Thrift Store Manager(s)

1. Customer Service. Provide role model for employees and volunteers for expected customer relations and service.
2. Shall organize, display, and price items for sale in the retail store. Knowledge of vintage items and market a plus.
3. Shall oversee employees and volunteers and create schedules.
4. Shall complete daily financial records of sales, tally daily sales and record on spread sheet.
5. Make bank deposits.
6. Develop and implement a method for securing donated items promoting relationship with community and thrift store. Share information about SCS with customers/donors as appropriate.
7. Develop and implement a plan for sorting wanted/unwanted items for sale. Find community sources for taking items not needed in thrift store.
8. Organize the retail store into category areas/rooms for display, experienced in merchandising. Using contributed items and furniture, plan new and/or seasonal display areas.
9. Train volunteers, about thrift store operations to maintain shop consistency.
10. Identify tasks that can be done by adults with disabilities and coordinate with job coaches to ensure tasks are completed.
11. Prepare and post monthly sales record to SCS. Experience with Excel spreadsheet a plus.
12. Ensure cleanliness of store.
13. Experience with Social Media a plus.
14. Other duties as assigned.

## MINIMUM QUALIFICATIONS

1. Education
  - Required: High School diploma or equivalent
2. Experience
  - Have an interest in or experience with the well-being and quality of life for persons with developmental disabilities.
  - Ability to work cooperatively with customers and managers.
  - Customer service, merchandising and retail, knowledge of vintage items and collectibles a plus.
3. Other required Knowledge, Skills, and Abilities:
  - Organized, detail-oriented, motivated, self-starter
  - General language, word processing, mathematical and reasoning skills
  - Be in good health and physically capable of meeting the requirements of the job.
  - Comfortable with technology including server use, computers, hardware and software, cell phones, printers, copiers and faxes.
  - Ability to pass a DSHS Background Check

## EQUIPMENT USED

- Cash Register, credit card machine, carts, dollies
- Computer with Microsoft Office Suite software

## MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

- 1 Mental Effort
  - Community Thrift offers a positive work environment with supportive management staff. This position will demand multi-tasking and flexibility in tasking.
- 2 Physical Requirements
  - May include stooping, kneeling, reaching and lifting items up to 50 pounds.
- 3 Working Conditions
  - Indoor retail environment with some outside duties.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.