



JOB ANNOUNCEMENT

Position Title: Assistant Thrift Store Manager

Supervisor: Thrift Store Manager

Description: The Assistant Thrift Store Manager is a full-time non-exempt position. The Assistant Thrift Store Manager will be responsible for cash management of the store, display and pricing of merchandise when the Thrift Store Manager is unavailable. Performs cashier functions at sales desk, answers telephone and assists customers as required, processes donated goods, and maintains a safe and clean area in the store. This position reports to the Thrift Store Manager.

Essential Duties and Responsibilities:

- Assists store manager in following tasks and when absent.
- Cash management in accordance with SVdP policy regarding bank deposits, daily receipts and cash register procedures.
- Accurate accounting of all financial transactions.
- Providing Accounting department with daily store sales and deposits.
- Deposit daily receipts.
- Establishing daily sales and production objectives and communicates these to store personnel.
- Monitoring customer service to ensure customer satisfaction.
- Displaying merchandise in an appropriate manner to maximize sales.
- Monitoring receiving pricing of merchandise to ensure accountability.
- Assist in the training of all store personnel in accordance with personnel and store policies, job descriptions and safety requirements.
- Handling cashier and sales functions as needed.
- Maintaining a safe and clean working area within the store including aisles and walkways.
- Performs other duties as required or assigned by store manager.

Qualifications

- High school degree or equivalent
- One year's experience working in a retail store environment
- Effective written and oral communication skills
- Able to make judgments and decisions with minimal supervision
- Ability to communicate and interact professionally and effectively with store personnel, volunteers and the public

Physical Demands

Position requires standing for extended periods of time as well as the ability to bend, kneel and squat. This position also requires the ability to occasionally lift 25 pounds and/or move items up to 50 pounds. The employee may be exposed to fumes or dust, outdoor weather, moving mechanical parts and moderate to loud noise levels.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Society of St. Vincent de Paul are expected to perform tasks as assigned by St. Vincent de Paul's supervisory and management personnel, regardless of job title or routine job duties.