Title: **Thrift Store Manager**
Program: USC Thrift Store
Hours: Part Time 25 hrs./week Tuesday-Saturday
Employment Status: Hourly
Reports to: Facilities Manager

Thrift Store Manager Responsibilities:

1. **Supervises Thrift Store Assistant Manager and Volunteers**
    a. Manages training of new volunteers on store policies and procedures
    b. Responsible for schedule to make sure Thrift Store is adequately staffed
    c. Sign off on community service hours for Court Ordered Volunteers

2. **Supervises Thrift Store's Daily Operations**
    a. Ensures that cash box is safeguarded and balanced out daily
    b. Collects data on Thrift Store daily attendance and daily sales transactions and provides all Thrift Store data to Fiscal for monthly reporting requirements
    c. Oversees Thrift Store security procedures and safeguarding store inventory
    d. Ensures that Thrift Store is maintained and displayed in a clean and orderly manner
    e. Checks store emails and communicates with other managers as needed

3. **Oversees processing of all donations from the community**
    a. Ensures that all donors are provided with appropriate receipts for donated goods
    b. Schedules and coordinates donation drop off and pick up.
    c. Oversees sorting and appropriate pricing of all donated items.
    d. Ensures that volunteers are knowledgeable in how to process donated items
    e. Routinely evaluates inventory to rotate in new items and rotate out goods not selling
    f. Ensure that donation receipts are turned in to Fiscal monthly

4. **Works to achieve Thrift Store monthly sales targets**
    a. Develops monthly sales strategies and special store events
    b. Strives to obtain sales revenue targets of $10,000 gross per month / $450 per day
    c. Keep outside storage area maintained and uncluttered. Discard items not selling.

Job Qualifications:

- Must have a valid Class C Driver's License, clean DMV printout and proof of auto insurance.
- Must be able to pass a drug or alcohol test and submit to random testing during employment.
- Must be in reasonably good health and able to lift weight up to 30 lbs., bend in limited spaces and stand for prolonged periods of time.

- Must have a High School Diploma or equivalent.
- Must be people oriented, especially sensitive to the needs of seniors and the disabled, work well with co-workers and volunteers.
- Must properly represent The Ukiah Senior Center in a positive, professional and respectful manner.

Work Environment: The Ukiah Senior Center (USC) serves seniors from the greater Ukiah area, providing a range of services from transportation for low-income seniors, to dances, games, etc., for active seniors, The USC is a professional work environment requiring respectful behavior towards clients, coworker, donors, volunteers and visitors. The USC is a non-smoking, drug-free workplace. Harassment and discrimination based on gender, ethnicity, race, religion, sexual orientation, disability, age is not tolerated. All employees must abide by policies and procedures governing protected health information that are consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and California law. The dress code is casual.

Salary and Benefits: This is a part time position [25 Hours / Week]. Due to this being a part time position, benefits are not available except for access to a life insurance and Aflac package option. Salary discussed with offer of position.

Disclaimer:
The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this job.

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