

PROGRAM: Thrift Store

TITLE: Thrift Store Manager
1407 South St. Mary's, San Antonio, Texas

PRIMARY FUNCTION/PURPOSE

Under the direction of the Vice President of Community Relations, provide leadership and direction to include policies, procedures, management, and budgets for The Children's Shelter Thrift Store operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for all aspects of Thrift Store management including cash control, pricing, operating hours, items accepted for donation, scheduled pick-up management, warehouse management, customer service, community service/volunteer management, supervision of Thrift Store personnel, and end of month reporting. Work with Community Relations to promote/market/advertise The Children's Shelter Thrift Store.

GENERAL EXPECTATIONS

Meet budget profitability
Promote Thrift Store through marketing efforts
Maintain employee performance

REQUIREMENTS

- Computer literate (spreadsheet experience a plus)
- Knowledge of personnel management, cash control, inventory procedures, retail sales, scheduling, marketing, and customer service
- Effective time management skills; ability to organize work
- High school graduate with college degree preferred (or 4 years experience in related fields)
- Favorable background check
- Valid Texas Driver's License

DESCRIPTION OF WORKING ENVIRONMENT

Work is performed in both office & warehouse environments. Some travel between office, Thrift Store, retail stores, and Emergency Shelter is required.

ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Reports to the Vice President of Community Relations

SIGNATURE: _____ **DATE:** _____

(Revised 6/2008)