

## **JOB DESCRIPTION**

### **THRIFT SHOP – ASSISTANT MANAGER**

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

The following responsibilities performed by the Assistant Manager may include but are not limited to:

- Assist the General Manager and other management staff with day-to-day operations
- Perform the duties of the General Manager in their absence as needed
- Ensures a safe and secure working environment for all personnel and customers
- Answers phone calls and responds to inquiries regarding scheduling of pickups and deliveries as requested; communicates store donation policies to potential donors
- Assists with the daily reconciliation and closeout of sales and bank deposits
- Performs additional administrative duties as necessary
- Addresses all concerns and recommendations of staff members, volunteers, members of the public, parish office and the Thrift Shop Advisory Council

This individual must be a self-starter with retail experience preferred, capable of working with little supervision. The qualified candidate should possess excellent communication and interpersonal skills to work collaboratively with volunteers and customers, the ability to problem-solve, resulting in quick and appropriate professional decisions and the capability to relay volunteer duties and instructions as required.

For consideration, please email a current resume and cover letter to:

[stfrancisthrifthhi@gmail.com](mailto:stfrancisthrifthhi@gmail.com). Please include Assistant Manager in the subject line.