



## Thrift Store Manager

### Job Description

Updated August 11, 2021

Title: Thrift Store Manager	Employee Status: <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular
Reports to: Operations Manager	# Hrs. Worked/Rate: 40    \$17.50/hr. <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

Purpose: To oversee and run all aspects of the Ukiah Senior Center Thrift Store.

#### Bookkeeper Job 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 \$11,500 gross per month
- c. Keep outside storage area maintained and uncluttered. Discard items not selling.

#### Thrift Store Manager Qualifications / Skills:

- 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 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.

#### Physical Requirements

- I. Be able to stand for long period of times.
- II. Ability to lift 40 lbs.

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 [40 Hours / Week]. The starting hourly rate will be \$17.50/hr. USC offers accrued vacation, sick leave, 10 paid holidays (all pro-rated for part-time employees).

About the Senior Center: The Ukiah Senior Center is a locally based, independent nonprofit organization providing services and activities to seniors in the greater Ukiah area. Programs, services and activities include Transportation, The Lunch Bunch, Outreach, The Dining Room, and numerous activities. The Ukiah Senior Center was established in 1972 and has been in continuous operation since then.

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.

A public Benefit 501(c)3 nonprofit organization with federal tax ID # 23-7258082