

Thrift Store Lead

Part-time 24-28 hours per week. Weekend shifts required. Pay Range: \$18.00 - \$23.00 per hour.

Grey Bears is looking for a dynamic, self-motivated individual with retail sales management experience to help lead our thrift store team. The successful candidate will support all facets of public donations including receiving, merchandising, and selling both online and by point-of-sale. This person will have demonstrable knowledge of in-store operations, exceptional retail, organizational and communications skills to ensure profitability and a positive customer experience.

Primary Responsibilities and Activities

- Open and close stores, manage set-up, closeout, banks and daily accounting.
- Flawlessly operate a cash register, process cash/debit/credit sales.
- Assign and direct staff and volunteers.
- Evaluate, sort, price and promote the sale of donated items.
- Exercise superior and team-oriented judgment with store operations.
- Exceptional organizational and communication skills with demonstrated ability to relate well with staff, volunteers and customers.
- Excellent cash management and auditing skills.
- Receives guest complaints and addresses problems to promote and ensure total customer satisfaction.
- Assist in the general upkeep, appearance and maintenance of the store.
- Manage team for online sales including: evaluation, pricing, photographing, listing and fulfill shipment of sold items on eBay, Etsy, Poshmark, Facebook Marketplace, Craigslist or other appropriate organization online storefronts.

Essential Functions

- Assists Thrift Manager with the supervision, directing, and coaching of the Thrift employees and volunteers.
- Assists in training new employees and recruiting volunteer staff.
- Manages the Thrift store in Managers absence.
- Promotes customer service by ensuring staff and volunteers are greeting and assisting customers.
- Performs all financial activities effectively and ensures all register transactions are completed accurately and in accordance with Grey Bears policy. Reconciles daily sales and deposits.
- Maintains a visually appealing store, ensuring merchandising, organization and housekeeping are kept to a high standard. Oversees pricing of merchandise
- Manages the general operations of the store ensuring that the store is in good working order, and adequately supplied to ensure safe and efficient operations
- Plans monthly sales and other promotions

- Other duties as assigned

Position Requirements

- Excellent interpersonal and communication skills; must be able to interact well with the public, volunteers, and senior citizens.
- Ability to articulate the Grey Bears mission and values.
- Strong physical skills, unrestricted mobility, and ability to lift a minimum of 50 lbs.
- Strong organizational and prioritization skills, with ability to effectively multi-task.
- Intermediate computer skills are required. Proficient with email, Outlook, and MS Office.
- Must be available to work weekends.

Experience and Education

- High school diploma or equivalent required.
- Relevant college degree preferred.
- One (1) year retail and/or thrift shop experience required.
- Previous supervisory experience preferred.

Special Conditions of Employment

- Selected candidate will be required to pass a criminal history background check.
- Ability to transport 25 pounds frequently, and 25-40 pounds occasionally, with or without accommodation.
- Ability to perform essential physical job functions typically requiring bending, squatting, sitting, standing, walking, handling objects, pushing/pulling, reaching above shoulder level and using fine finger movements with manual dexterity.

Compensation

Pay Range: \$18.00 - \$23.00

Schedule: 28 hours/week, Saturday, Sunday and one to two weekdays.

Benefits: Sick leave, vacation, 403b retirement plan available with employer contributions of 4% after one year.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.