

THRIFT STORE ASSISTANT MANAGER

Bargain Box in Cameron Village
Junior League of Raleigh

WORKING HOURS: Full-Time; Tuesday – Saturday, 10 a.m. – 6 p.m.

STORE HOURS: Monday – Saturday, 10:00am - 6:00pm

SUPERVISOR: Bargain Box manager

STATUS: Non-exempt

OVERALL OBJECTIVES:

Bargain Box is a thrift store that is owned and operated by the Junior League of Raleigh (JLR). The assistant manager provides direct support to the store manager in daily operation of the store including: merchandising, social media presentation, cashiering, donation receipt, inventory management, working with volunteers and achieving sales goals.

DAILY OPERATIONS:

- Mark merchandise for sale according to established guidelines.
- Open and close the store according to established guidelines, as requested.
- Follow shopping trends to create merchandise displays.
- Operate and maintain cash register.
- Unload the dock and assist with donations.
- Provide exceptional service to **all** customers.
- Ensure adequate stock on sales floor at all times.
- Prepare store for meetings, sales and other events.
- Assist in training paid and volunteer staff on store operations.
- Determine merchandise to be donated to charitable missions.
- Maintain a clean and organized store at all times.
- Suggest more efficient operational procedures for the store as needed.
- Execute any and all other tasks as directed.

MANAGERIAL EXPECTATIONS:

- Proactively identify internal and external sales concerns and notify manager as appropriate.
- Reconcile the daily receipts and make bank deposits as scheduled.
- Stay well-informed of current fashion trends for merchandising.
- Maintain awareness of local bloggers and advertising opportunities.
- Handle customer, volunteer and League member relations.
- Serve as a knowledge resource and role model for other staff.
- Manage store operations in absence of manager. This includes supervising, training and gently guiding volunteers in completion of their work assignments through clear instruction.
- Assist in acquisition and unloading of donated merchandise, including paperwork required for League member donations.

Responsibilities include, but are not limited to, those above and may be changed with approval from both the Bargain Box manager and JLR operations director.

EXPECTATIONS:

- Must be friendly and courteous to customers, other paid staff and League members
- Must demonstrate flexibility and have a positive and cooperative attitude
- Must be punctual and set a positive work example for other staff and volunteers
- Must dress neatly and be well groomed
- Must demonstrate Internet proficiency

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand and lift; reach with hands and arms; climb or balance on stairs; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. Periodically, the employee must be able to lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

QUALIFICATIONS

Education:	High School diploma required.
Experience:	One – two years of experience in retail clothing sales.
Knowledge, Skills, and Abilities:	Internet, email, and social media proficiency required. Working knowledge of Microsoft Excel required. Working knowledge of Microsoft Word strongly preferred.

HOW TO APPLY

Send résumé, cover letter, salary requirements and three references, preferably in one document, to jobs@jlraleigh.org no later than September 30, 2016. No phone calls, please.