

St. Bartholomew's Episcopal Church, Poway, California

Thrift Shop Assistant Job Description/Duties

SUMMARY: St. Bartholomew's Episcopal Church owns and operates a thrift shop (St. Bartholomew's Thrift Shop or Thrift Shop) to advance mission and vision of our parish on a daily basis. The Thrift Shop Board of Directors (BOD) oversees the overall mission and business operations and reports to the Vestry. As per the Canons of the Episcopal Church and the personnel policy of the parish, any and all staff of the Thrift Shop report to the Rector (or in his/her absence) the Senior Warden. To better facilitate the operations and support the Thrift Shop Manager, the position of Thrift Shop Assistant was created. The Thrift Shop Assistant will be responsible for assisting the Manager for the successful retail operation, staff procurement and advancement and effective development of a strong volunteer corps. This is an "at-will" employment position which means that the Thrift Shop Assistant may resign at any time for any reason or no reason and can be terminated at any time with or without cause. This at will status may not be modified orally and may only be changed or modified by a written agreement executed by the Rector or Senior Warden.

Hours:	Twenty (20) hours/week
Compensation:	\$11.50/hour
Benefits:	Per personnel policy, including sick time, vacation time and qualifications to participate in Episcopal Church pension plan.

Qualifications

- Able to delegate authority and manage and direct a broad range of volunteer staff.
- Able to manage large amounts of cash and banking procedures. Research, evaluate and price items.
- Computer literate with strong communication skills.
- Proven experience in effective retail and staff management.
- Proven experience in volunteer development and management.
- Passion for mission and vision of St. Bartholomew's Thrift Shop.
- Proven team player and team developer with a positive Easter attitude.
- Not an active or recently active member of the parish
- Successful Background Check
- Completion of Safe Guarding God's People Course (Episcopal Diocese of San Diego)

Description of Job

Thrift Shop Assistant (75%)

- Coordinates and oversees the facilities and maintenance of properties leased by the Thrift Shop.
- Plans, prepares and implements successful work schedules, coordinating with the Thrift Shop Manager, volunteer leaders and paid staff.
- Supports the pricing policies and monitors prices to see that they conform to shop policies. Able to plan, coordinate and implement success sales and promotions.
- Assist to maintain inventory management systems that ensures product turnover. Maintain inventory of the contents and condition of the Thrift Shop storage facility and manage the rotation of inventory.
- Maintains inventory of and orders all shop supplies.
- Participates in regular meetings of the Thrift Shop Board and additional meetings by invitation. Has a working knowledge of the Thrift Shop Guidelines, Policies and Procedures of the church.
- Participates in a monthly supervision with the Store Manager.
- Responsible for reducing shoplifting losses through effective training, procedures and hands on supervision of such.

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- Has working knowledge of Safe Guarding God's People, parish safe meeting norms and policies and procedures of the Thrift Shop and Church.
- Attends required training classes as needed.

Coordination of Staff (25%)

- Direct personnel in setting window/shop displays, store layout and advertising.
- Maintain and improve a safe, positive work environment, strong customer relations and resolves complaints.
- Assist with the assigning of responsibilities to all Thrift Shop personnel (paid and volunteer) concerning operations, procedures and specific position requirements.
- Works with the volunteer trainer and staff to ensure effective training procedures and work effectiveness.
- Supervises paid and volunteer staff as directed.
- Facilitate compliance with successful background administered by the Episcopal Diocese of San Diego.