

**JOB DESCRIPTION**

**Thrift Store Manager**

- Manager is responsible for creating staffing schedules. Schedules must be created in 2 week intervals with one week advance (ie. The first two weeks of the month will be scheduled August 1<sup>st</sup> – 14<sup>th</sup> by July 25<sup>th</sup>. August 15<sup>th</sup> to 29<sup>th</sup> will be scheduled by August 8<sup>th</sup>)
- Managers are responsible for clear communication of employee's responsibilities – make expectations clear and follow-up immediately on non-compliance.
- Manager is to knowledgeable of thrift store's sales, expenses and financial goals.
- Manager is responsible for store displays, keeping floor inventory full, relevant and up to store standards, overseeing pricing of items and researching prices if needed, donation management and making sure all donations are sorted, priced and displayed in realistic time frame.
- Manager is responsible for making sure the store is clean, and organized at all times.
- Manager is responsible for arranging the recycle and trash removal
- Managers must complete regular performance reviews of staff – Every six months for full-time staff. Part-time staff will have their performance review when they have completed the equivalent of six months hours.
- Manager will work with Choose Life ministry leadership to advertise, interview and hire new staff when needed
- Managers will train Employees and Volunteers, assign daily duties and make sure duties are clearly understood.
- In such cases when there are 2 staff, or staff and volunteer, Managers will lead staff devotion and prayer every morning prior to opening
- Manager will organize and conduct regular staff meetings to keep an open flow of communication, ideas and a safe place to discuss concerns and complaints.
- In situations with difference of opinion, Store Manager will be the final "in store" authority regarding pricing, inventory control, display etc.

- Manager will be responsible for administrative responsibilities, delegating administrative responsibilities, and making sure they are done completely, on time, and properly. This may include employee time sheets, daily sale sheets, cash deposit.
- Manager will purchase basic store supplies as needed ie: Paper towel, toilet paper, distilled water, etc. Any purchase over \$25 must have a purchase order and approval.
- Managers are responsible – under direction of the Director of Business- to find and arrange alternate avenues of recycle disposal when applicable
- Managers are to make sure that the Christian moral standard of merchandise on the floor is monitored. Items that are blatantly against Christianity or suggestively alternative to Christianity are not permitted for sale.  
The Bible scripture used to measure the moral standard is Philippians 4:8 *“Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable — if anything is excellent or praiseworthy — think about such things and the God of peace will be with you”*
- Manager are to preplan upcoming store event/ promotion calendar around community events, holidays etc., working with VP of Business to arrange any necessary outreach, advertising, awareness.
- Manager must be willing to work cooperatively VP of Business on creative ideas regarding store design, promotion, branding, functionality etc.
- Managers are to have a proactive awareness for seasonal cleaning or general maintenance that may be needed in the store.
- Manager is responsible – working alongside VP of Business- to recruit volunteers and find creative new incentives for volunteers
- Manager is responsible -or will delegate responsibility- for consistent Facebook posting and monitoring of comments.
- Manager is to maintain a proactive attitude of servanthood towards the community and to be alert to the needs that may become presented.
- Manager will be willing to work with VP of Business to arrange possible ministry outreach and/ or arrange for needs of the community as they may arise.

- Manager must be willing to take active part in occasional leadership training and Christian ministry training when provided by Choose Life Ministry
- Manager will be an positive support and a knowledgeable spokesperson for the Choose Life Ministry Home and Program
- Managers will display an accurate representation of Choose Life Ministry's Statement of Faith and it's Five Core Values in both professional and non-professional situations. Ministry values and Statement of Faith can be found at [www.chooselifeministry.ca/about](http://www.chooselifeministry.ca/about)
- Managers must sign a copy of the Statement of Faith and the Five Core Values to indicate that they understand and will respect the Choose Life Ministry beliefs.