

Retail Store Manager

Staff Position: Retail Store Manager (FT-35 hours per week)

Position Description: Primary responsibilities are:

- Monday through Saturday manage the operation and daily activities of the Christ House Thrift Store located at 125 S. West Street, Alexandria, VA. Direct supervision of Thrift Store Associate and volunteers.
- Oversee cleanliness and attractiveness of store including seasonal displays and advertised Sales. Ensure accurate pricing of merchandise through eBay and internet research.
- Responsible for cash register voids and daily register cash out and delivery of receipts to designated person in the EA office.
- Produce monthly thrift store report in excel.
- Safeguard that best practices and the highest quality of service are implemented at the store.
- Assist Director with expansion of the clothing voucher system to other CCDA programs.
- Work with Volunteer Coordinator to recruit, train and schedule volunteers for the thrift store. Manage volunteer groups for periodic cleaning of the store.
- Maintain up-to-date procedures and guidelines for store operations.
- Coordinate social media and website advertising, updating of website and blog content with the Director. Use of Word and/or Publisher for sales flyers.
- Oversee donation receipt generation and policy including timely delivery of receipts to Director.
- Conduct weekly supervision meeting and one annual performance evaluation with Thrift Store Associate.
- Work with Director on outreach to the business community, development appeals and parishes to increase number of customers and donors.
- Ability to travel in the community to gather competitive information on area thrift stores.
- Knowledgeable and willing to uphold Catholic moral and social teaching.

Other Duties:

- Attend occasional meetings/functions for the Program Director.
- Collaborate with EA staff and volunteers.

Qualifications & Skills:

- Excellent written and verbal English communication skills.
- Competent in internet research and use of MS Excel, Outlook and Word/Publisher.
- Leadership skills with demonstrated poise, tact and diplomacy.
- Ability to present a positive professional image.
- Effective interpersonal skills and the ability to multi-task in a fast paced work environment.
- Ability to work in a team setting and also to work independently with minimal supervision.
- Strong planning and prioritization skills.

Education and Experience:

- Undergraduate degree preferred with equivalent work experience.
- Minimum of 6 years of retail store management and 2 years in a supervisory role.
- Strong interest in helping underserved populations is a plus.
- Experience working with and coordinating volunteers.
- Knowledge and experience in thrift store operations are a plus.

Physical Demands:

- The employee is required to lift up to 40 pounds using such items as hand trucks, dollies and/or carts.
- Must be able to stand, walk, use hands and fingers to use a computer keyboard and handle food; reach with hands and arms and talk or hear. Required to stoop, kneel or crouch and climb a ladder.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Please send cover letter with salary requirements to jobs@ccda.net. No phone calls please.

DRAFT