

## MUSKEGON RESCUE MISSION JOB DESCRIPTION

POSITION TITLE:	Assistant Manager of Thrift Store
REPORTS TO:	Thrift Store Manager
RELATES CLOSELY WITH:	Thrift Store Team Members Volunteer/Event Coordinator Volunteers Maintenance Associates Customers/Gift-in-Kind Donors

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

### RESPONSIBLE FOR:

- Sharing your faith in Jesus Christ and praying with customers, volunteers and co-workers as opportunities arise.
- Performing thrift store manager duties in their absence.
- Overseeing the pricing, stocking and inventory of donated items.
- Allocating daily assignments for the cashier/production staff.
- Supervising cashiers and receiving, and assisting with customer issues.
- Maintaining security, including opening and closing of store.
- Supervising volunteers and mission residents.
- Supervising the cleaning of all areas of the store.
- Securing of all monies and making store deposits to the bank.
- Occasionally providing month-end reports.
- Any other tasks assigned by supervisor.

### PRIMARY STRENGTHS AND ABILITIES REQUIRED:

- Shall be a mature, born-again Christian and be in fellowship with a local evangelical church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living. Must desire to serve the Lord in the ministry of rescue.
- Must subscribe to the by-laws and statement of faith of the organization.
- Must have high school education with some retail store experience preferred.
- Must possess excellent verbal and written communication skills, including computers, and be effectively able to communicate with co-workers, volunteers and customers.
- Must be organized and able to perform a variety of diverse tasks.

GENERAL INFORMATION:

- Part-time hourly position
- Hours: 24 hours per week. Required to work regular rotation on Saturdays.
- Flexibility in hours may be necessary at times to meet store needs.

I have read the above, and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Mission's needs. Furthermore, I understand that Michigan is an "At Will" state and Muskegon Rescue Mission operates as an "At Will" employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this description.

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SIGNATURE

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DATE

DATE: 12/2002

Reviewed 3/2005

Reviewed 3/2006 – 2/2007

Revised 4/2010

Revised 6/2015

Revised 3/2019