

MUSKEGON RESCUE MISSION JOB DESCRIPTION

POSITION TITLE:	Thrift Store Manager
REPORTS TO:	Director of Thrift Store Operations
RELATES CLOSELY WITH:	Thrift Store Team Members Other Store Managers Volunteer/Event Coordinator Volunteers Maintenance Associates Customers/Item 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.
- All store operations at assigned location.
- Overseeing the pricing, stocking and inventory of donated items.
- Tracking inventory levels of and preparing orders for new products.
- Allocating daily/monthly assignments for cashier/production staff and managing time cards.
- Overseeing the gift certificate program at assigned store.
- Maintaining store security, including opening and closing of store.
- Supervising the cleaning of all areas of the store.
- Securing of all monies and making store deposits to the bank.
- Supervising cashiers and receiving, and assisting with customer issues.
- Performing daily, weekly and monthly reports as needed.
- Performing staff evaluations.
- Training and orientation of new team members and volunteers.
- Addressing staff discipline, correction and counseling.
- Implementing and overseeing staff meetings.
- 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. Should have supervisory experience.
- 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:

- Salaried full-time position
- Hours: 40 hours/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 that 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.

SIGNATURE

DATE

DATE: Reviewed 3/2006 – 2/2007
 Revised 4/2010
 Revised 1/2013
 Revised 7/2013, 6/2015
 Revised 3/2019