



## **ASSISTANT STORE MANAGER**

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**Location:** Thrift Stores

**Position:** Part-time, 28 hours/week; flexibility in hours may be necessary

**Salary Range:** Undisclosed

**Travel:** Local travel required

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.

### **Are you the right person?**

The Assistant Manager is responsible for the supervising the daily operations of Muskegon Rescue Mission Thrift Stores. This includes, but is not limited to, accurate handling of sales, maintaining a friendly and pleasant atmosphere for customers, keeping stores stocked and various cleaning duties.

#### **You're A Great Communicator**

You'll need to communicate with a variety of team members including staff, volunteers, donors and customers. You will need to communicate in a way that is welcoming, encouraging and uplifting to everyone you interact with.

#### **You're Organized & Detail Oriented**

You are well-organized and can manage a number of different projects and daily tasks. You always have a plan B! You don't miss a beat and are diligent in tracking all of the small details to improve your overall work.

#### **You're A Go-Getter**

You are willing to take the initiative and do whatever needs to be done to complete the task. You don't mind getting your hands dirty and pitching in to help. You think outside the box.

#### **You're Strong In Your Faith**

Sharing the love of Jesus Christ is at the heart of this position. Your job is to communicate the Gospel and model Christian character. Are you prepared to share your testimony?

**Responsible For:**

- All store operations at assigned location, when Store Manager is not present.
- Assist in overseeing the pricing, stocking and inventory of hard goods.
- Assist in overseeing the pricing of furniture and its placement on the sales floor.
- Assist in allocating daily assignments for the Cashier/Production staff and assist in managing timesheet submission in absence of the Store Manager.
- Maintaining positive customer and staff relationships.
- Leading and promoting team work among staff.
- Supervising the cleaning of all areas of the store, including but not limited to: store sales floor, bathrooms, break rooms, dressing rooms, register area and dumpster area.
- Assist in supervising cashiers and receiving staff with customer issues.
- Participate in donation truck scheduling as calls come into the store.
- Address staff discipline, correction and counseling with the Store Manager.
- Assist in implementing and leading of staff meetings.
- Other duties as assigned.

**Required Knowledge and Skills:**

- High school diploma or equivalent.
- Retail, cashier and customer service experience.
- Must maintain a valid driver's license and good driving record.
- Excellent written and verbal communication skills.
- Proficiency in personal computer use.
- Must be organized and able to perform a variety of diverse tasks.