

MANAGER POSITION IS OPEN!

Organization: Fort Sam Houston Thrift Shop

Posting Date: September 1, 2020

Closing Date: September 15, 2020

Compensation: \$1200/Month

Organization Summary:

The primary purpose of the Thrift Shop is to provide funds for the SCFSHA Charitable Organization to distribute for scholarships and grants in the surrounding community. The Thrift Shop also provides authorized individuals a convenient medium to sell, donate and/or purchase previously owned merchandise.

The Manager position is under the direct supervision of the President of the SCFSHA-CO along with the SCFSHA-CO Board.

Prerequisites:

- Must be an ID card holder with full privileges
- Once approved, applicant must agree to a background check, at their expense, and receive a clean report.

Qualifications:

- Retail sales experience preferred
- Basic knowledge of Microsoft Word, Excel and computer skills
- Basic knowledge of accounting principles
- Ability to operate cash register, Liberty software, debit/credit card machine
- Excellent customer service and communication skills
- Must be self-motivated to work independently and as a team
- Must be able to multi-task, have excellent time management skills, and be able to delegate tasks

Responsibilities:

- Provide customer service by greeting customers, responding to customer inquiries and managing complaints.
- Monitoring of store inventory to maintain appropriate store inventory levels.
- Supervise, train, motivate, recruit and mentor thrift shop volunteers.
- Coordinate pricing, merchandising and sale of products; development of store displays.
- Accept, process, examine, price and direct donations to achieve Thrift Shop goals.
- Ensure one Day Chairperson is present during operating hours of the shop.
- Sign (co-sign) all Thrift Shop checks.
- Review and make suggestions for changes or additions to the policies/guidelines already in place to the Thrift Shop Board.
- Must be present and responsible for the daily opening and closing of the Thrift Shop to include: unlocking door for volunteer entry no later than 8:45 AM. Opening the safe (if cashier is not available) and ensuring that the cash register has correct funds needed for daily operations, closing out the register and Liberty reports and programs at day's end (if cashier and/or bookkeeper are not available).
- Must be able to perform all Thrift Shop Operations, i.e. consignments, withdrawals, donations, volunteers, point of sale/register, expired consignments (TSP), etc.

- The out-going Manager shall train the incoming Manager to review the operating and financial procedures, i.e. making deposits and signing checks.
- The out-going Manager should ensure that the signature cards at the bank are updated for the checking account and included in Thrift Shop Board minutes.
- Must be certified as Facility Manager and attend biannual training course.
- Duties include distribution of keys along with proper signatures held on file, coordination with post agencies for building repairs (A/C, heat, phones lighting, plumbing), fire & safety procedures, and security forces.
- Post notices for holiday and special closing. (i.e. bad weather, national emergencies and post lock downs or at the discretion of the Thrift Shop Manager).
- Coordinate with Chairpersons the 'Do Not Take' list throughout the building on a weekly basis and post on FaceBook page as well as record information on the phone system.
- Oversee and resolve all issues related to Thrift Shop operations.
- Coordinate all publicity needs with post agencies along with the publicity chairperson.
- Purchase office/shop supplies and distribute.
- Must be willing to assume additional duties as assigned or required for Thrift Shop operations.
- Ensure monthly proceeds are transferred to SCFSHA.
- Presides over Thrift Shop Board meetings and prepares the agenda.
- Coordinate announcements of the Thrift Shop to the SCFSHA-CO Thrift Shop Representative for admission to the SCFSHA-CO's meeting agenda.
- Asked to serve on Advisory Council for the SCFSHA-CO and attend quarterly meetings, if available.
- Participate in same responsibilities as volunteers such as cleaning and organizing shelves, displays and sales of merchandise.

Application documents:

- Resume
- Thrift Shop Application
- Two References

Submittal:

Applications can be emailed to manager@scfsh.org. Please type in Subject Line: Manager Position. Point of Contact is Angie Ryder at manager@scfsh.org.