

Proclaiming Grace Outreach Thrift Spot Manager Job Description Updated 9-4-18

This will be a 16-24 hour per week position. 8 hours are to be worked on Tuesday, Thursday and EOW Saturdays. These days are not negotiable.

Basic Duties:

- Open the Thrift Spot and greet volunteers 9:00 a.m. to 5 p.m. each Tuesday and Thursday.
- Assign duties to volunteers as they arrive.
- Monitor and encourage volunteers as needed.
- Be attentive to volunteer capabilities and gifts.
- Greet donors, receive donations, and provide receipt for taxes.
- Primary goal of the week is to straighten and stock each building for the opening on Saturday. This will include periodically removing some merchandise into Good Will bins, staging merchandise, and changing displays frequently.
- Monitor the processing of donations that have been left under the carport.
- Supervise Community Service Students. (Background check is required).
- Ensure that all merchandise left outside is securely covered at the end of each day (if not already done).
- Cover Saturday managerial duties to include a working knowledge of the Point of Sale System.

Please send resume via email to hisun4me@aol.com