

Proclaiming Grace Outreach

- Thrift Spot Assistant Manager for Clothing/Garage Building
- \$11.00 per hour
- 32 hours per week (9 a.m. to 4 p.m. Tuesday, Wednesday and Thursday) Plus every other Saturday (6 a.m. to 5 p.m.)

Weekday duties will include but not be limited to (with assistance of volunteers when available):

- Stock all clothing in the store. This will include:
 - Periodic pulling of clothing items.
 - Ensuring all items are properly hung (on proper hangers, in proper areas, and facing all in the same direction).
 - Clean, size, replace periodically and stock all shoes and handbags.
 - Package and stock the linen section (added once clothing area is mastered).
 - Stock and keep in order the book section (added once clothing area is mastered).
 - Stock and keep in order the craft section (added once clothing area is mastered).
 - Stock and keep in order all areas of the Garage building (added once clothing area is mastered).
 - Ability to master operation of Point of Sale system to include managerial duties of Saturday.
 - Ensure overall organization and cleanliness of the building. This will include periodic display changes.

Required skills and experience:

- A good working relationship with the overall manager as well as the processing manager.
- Communication and organizational skills
- Experience in managing volunteers/different personalities
- Applicant must have a working knowledge of name brands and clothing trends.
- Ability to tolerate interruptions throughout the day.
- Ability to tolerate hot and cold temperatures.
- Ability to be on your feet for 8-hour days.
- Creativity is a plus.
- Basic jewelry knowledge is a plus.

Saturday duties will include but not be limited to:

- Supervise all employees, volunteers and community service people.
- Ensure a proper set up and close down of the day's activities.
- Respond to and troubleshoot any Point of Sale System activity.
- Respond to and troubleshoot any customer issues.
- Greet all and be the welcoming face of our non-profit.
- Ensure that all end of day funds are transferred to the proper person.
- Ensure all applicable people are paid from the work fund.

******Background check will be performed upon hire.**

**Submit resume and cover letter to Melanie King at
mking@proclaiminggraceoutreach.com**