

Employment Opportunity - Posting The Salvation Army - Centre of Hope



Giving
Hope
Today

Job Title:	Assistant Manager – Thrift Store	Competition #:	
Ministry Unit/Dept:	Cascade Community Ministries Centre of Hope	Status:	Full time – 40 hours/week (including Saturdays)
Salary Range:	\$14.60 - \$16.98/hour plus health/dental benefits and RRSP	Date Posted:	August 18, 2020
Address:	34081 Gladys Avenue, Abbotsford, BC	Posting Expires:	August 25, 2020
Applications Accepted By:			
Fax or E-mail: santonescu@sacascade.ca Attention: <p style="text-align: center;">Please no phone calls.</p>		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>To assist the thrift store manager in managing thrift store operations, promotions, staffing, inventory control, and basic accounting functions. Assistant thrift store manager will carry out the duties of the thrift store manager when the thrift store manager is not working.</p> <p>The incumbent is responsible for communicating with thrift store manager on a regular basis to ensure maximum effectiveness/efficiency.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> • Assisting the Store Manager with directing all operations of the store to meet sales targets and control expenses while maintaining customer service standards • Participating in the hiring, orientating, training, evaluating, recognizing, disciplining in concert with Divisional/Territorial/National standards 			

- scheduling of Thrift Store staff and volunteers
- supervising activities for Thrift Store staff and Volunteers
- providing guidance to Thrift Store staff regarding the sorting and pricing of merchandise
- participating in the Occupational Health and Safety Committee
- carrying out basic accounting functions: tallying and recording daily cash totals, making bank deposits, tracking and recording operating expenses, preparing month end reports as required for administration
- purchasing of supplies and inventory as required
- maintaining the store in a clean and tidy condition at all times
- handling customer complaints, returns and refunds and staff Thrift Store purchases assisting with planning and implementation of store promotions on a bi-weekly basis – this includes working with various media groups
- communicating with the Community Ministries Director and the Employee Relations Advisor/Volunteer Coordinator on daily operations/personnel issues as they arise
- Participating in planning the store layout to attract customers including window displays and merchandise displays; has input on in-store promotions and auctions and keeps abreast of marketing trends by checking competitors stock; ensures attractiveness of store through “Tidy Maintenance”
- Ensuring appropriate inventory levels based on spot checks of the store and reviewing weekly sales records
- Maintaining control of inventory by ensuring store donations are retrieved, sorted, and priced appropriately; protects store from inventory shrinkage by close visual monitoring
- Ensuring in-store safety for staff, volunteers and customers (e.g. snow removal, clear fire exits, no obstacles inside/outside store, spillage, store cleanliness dealing with volatile situations); ensures property (store) is secured at all times
- Ensuring nightly sales are deposited into the appropriate financial institution
- May assist with the analysis of store financial statements and strategize appropriate actions to attain financial goals, monitoring the cost of goods (i.e., buying products from the warehouse, tracking costs associated with products, etc.)
- May prepare financial and other requested reports to the National and Regional offices (e.g. sales reports, staffing costs, and payroll data)
- May work with other Salvation Army agencies to deliver emergency & disaster services as assigned by the District Manager
- Performs other duties as assigned

MINIMUM EDUCATION LEVEL ATTAINED:

The successful job applicant will have completed High School.

NOTE: An alternative level of education and experience may be acceptable.

SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:

The successful applicant will hold/have:

- ****See Precautionary Measures****

MINIMUM PRIOR RELATED EXPERIENCE:

The incumbent must have the following experience before hire:

One year or more of prior related experience, including retail, marketing and store management experience. A background in fashion is desirable.

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PHYSICAL EFFORT/DEXTERITY REQUIRED:

The performance of the job requires frequent bending, twisting, crouching, reaching, reaching overhead, pushing, pulling, lifting, kneeling, and standing for long periods of time and occasional keyboarding.

CONCENTRATION REQUIRED:

The performance of the job requires continuous visual monitoring.

RESPONSIBILITY FOR FINANCIAL RESOURCES:

The incumbent's responsibility for Financial Resources:

The incumbent has input to and/or participates in preparing budgets with respect to the departmental budget.

RESPONSIBILITY FOR HUMAN RESOURCES:

The incumbent's responsibility for Human Resources:

The incumbent is responsible as a group/work leader. He/She is responsible for providing direction and checking results, but generally works along with those supervised. The incumbent may provide advice on hiring, firing decisions but not other supervisory decisions. The incumbent indirectly supervises between 5-10 full-time equivalent employees.

WORK ENVIRONMENT:

The incumbent's work environment is typically throughout the store designated.

The incumbent will work under the following disagreeable conditions:

- Handling garbage
- Washrooms
- Odours
- Truck fumes
- Verbal abuse
- Dealing with angry people
- Work schedule may impact life (weeknights and weekends)

The incumbent works shift including Saturdays and works on-call **for emergencies only.

EXPOSURE TO HAZARDS:

The job incumbent may be exposed to the risk of minor harm, injury or illness due to:

- Physical attacks by others
- Exposure to toxic chemicals
- Moving objects
- Risk of back injuries (throwing back out)
- Other potentially dangerous situations (e.g. hold ups)

PRECAUTIONARY MEASURES:

The incumbent must take the following precautionary measures (in addition to health and safety rules):

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- Universal Precautions
- Wear gloves to sort
- Use of fatigue mats

Suitability:

We require someone with strong team building skills with proven ability to motivate staff and volunteers to work effectively and efficiently.

Preference will be given to the person who has experience using various social media marketing tools (ie Facebook, Instagram, twitter).

How to apply:

Interested applicants are encouraged to submit a cover letter and resume
via email to
Sylvia Antonescu santonescu@sacascade.ca
by August 19, 2020.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

