

# JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,  
is currently seeking applicants for the following position

## Thrift Store Assistant Manager

We are a faith-based organization, Empowering Children and Families to  
experience the transforming love of Christ through wholistic care.

### SUMMARY

The Thrift Store Assistant Manager position has an overall responsibility for the operation of the Thrift Store including the processing, pricing, displaying, and selling of inventory; customer and donor relations; and the appearance of grounds and building in the absence of the Thrift Store Manager.

The Thrift Store Assistant Manager is also cross-trained to maintain accurate sales records and other sales reports, make deposits, and provide other documentation as requested. The Thrift Store Assistant Manager is directly responsible to the Thrift Store Manager.

This position is not eligible for overtime pay.

### EDUCATION AND/OR EXPERIENCE

The person filling this position must have a high school diploma or GED-- Associates Degree preferred, two years of experience in retail sales/management, and knowledge of various types of office equipment and computers.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each area of responsibility satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required.

1. Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals; ability to write routine reports and correspondence; ability to speak effectively with groups.
2. Must have the ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, volume; capability to apply concepts of basic algebra and geometry.
3. Must have the ability to define problems, collect data, establish facts, and draw valid conclusions; interpret extensive variety of instructions; and deal with problems involving a variety of situations.
4. Must have a working knowledge of retail storekeeping.
5. Must have the ability to plan and organize work.
6. Must have a working knowledge of cash register and other store equipment generally used in a retail store operation.
7. Must have the personality to work and communicate with other staff and the general public.

### PRIMARY DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are given as examples of the various types of work performed in this position. Other duties and responsibilities may be assigned.

- Supervises the overall operation of the Thrift Store in the absence of the Store Manager.
  - Is cross-trained in the Thrift Store Manager's position to provide adequate coverage in the absence of the Thrift Store Manager.
  - Supervises Store staff.
  - Performs all administrative duties.
  - Maintains a well-organized, orderly testing shop and maintains a well arranged storage area.

If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources

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- Assures the security of the store.
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- Assists the Thrift Store manager with any duties pertaining to the operation of the Store.
  - Processes deposits, reports, correspondence, etc.
  - Assists in pricing and marketing merchandise.
  - Works closely with all staff members of the Thrift Store, Florida United Methodist Children's Home cost centers, and the general public.
- Is familiar with the entire process of non-cash gifts, including receiving and distributing of items, and maintaining customer and donor relations.
- Coordinates the volunteer program ensuring all paperwork is correct and completed.
- Represents the Florida United Methodist Children's Home in a positive manner to donors, customers, and the general public and provides exceptional customer service.

## **SUPERVISORY RESPONSIBILITIES**

This position has supervisory responsibilities of Thrift Store staff and volunteers.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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