

Needham Community Council
THRIFT SHOP
Assistant Manger

We seek a dynamic, energetic, and independent individual to manger volunteers in the Thrift Shop. The summer schedule would be 3 days per week 5 hrs per day, Schedule beginning in September will include 2 evenings until 7:30 pm & Saturdays until 2:30 pm (1 Saturday off per month). The candidate must be people-oriented and have some experience working and/or supervising in a retail environment.

General Duties

During hours of operation, the Assistant Manager will be responsible for the following:

- Must be able to maintain adherence to ALL Thrift Shop Policies/Procedures and Practices across all constituent groups (customers, volunteers, in-kind donors, etc.)
- Must have clothing retail experience with a knowledge of popular designer brands
- Must have firm knowledge (and be able to train volunteers on) all cash register functions
- Assists volunteers in determining inventory for thrift shop and sales events
- Assisting volunteers, customers, and in-kind donors with any questions, concerns, suggestions, and/or disagreements
- Assist in daily store opening and/or closing (as appropriate)
- Make sure selling and sorting areas of Shop are clean and free of merchandise and debris;
- Tally money on TS Statements, run X1 at close of store, and place all cash and checks in bank deposit bags

Physical and Cultural Requirements:

- Must be able to stand for the entire shift, if necessary.
- Must be able to lift 20lbs
- Must be able to maintain good customer service skills with a wide range of individuals that have diverse languages and cultures
- Have working knowledge of thrift shop hours and Needham Community Council's mission statement and programs.

Qualifications:

- High School Graduate
- Retail, cashier, and/or customer service experience preferred
- Strong organizational skills
- Must be able to communicate EFFECTIVELY both verbally and in writing

Please send resume and note of interest to jlambert@needhamcouncil.org

Needham Community Council
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