Lower Columbia CAP

Posted March 31, 2021 until COB Friday April 9, 2021

Job Description

JOB TITLE: Retail Supervisor – Part Time

REPORTS TO: Finance Manager

CLASSIFICATION: Hourly/Non-Exempt

SALARY RANGE: Wage Class 1

HOURS WORKED: Retail store hours, Tuesday through Saturday, and/or as required depended upon departmental/agency needs.

This description is intended to describe the essential job functions and requirements for the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

SUMMARY: The Retail Supervisor is responsible for supervising the day-to-day efficient operation of a profitable retail thrift store that is also a job training program. In this setting youth and adults who have barriers to employment will be trained for jobs in the retail industry, with the self-sustaining business operations serving as “hands-on” training grounds for elements of the curriculum. This position is responsible for store operations; merchandising; bookkeeping; and apprenticeship training.

DUTIES AND RESPONSIBILITIES:

1. Operate cash register, utilize bank card transactions.
2. Uphold the store and customer service policies, guidelines, and procedures ensuring consistent and efficient store operations while providing an enjoyable customer experience.
3. Sort, price and display merchandise.
4. Maintain a clean and orderly sales area and restock items left in dressing rooms.
5. Responsible for maintaining and changing store displays.
6. Supervise the retail store operations.
7. Supervise the volunteers and job-site trainees.
8. Plan and prepare work schedules and assign volunteers and interns to specific duties.
9. Perform and/or supervise volunteers and trainees engaged in taking of and controlling inventories, reconciling cash with sales receipts, keeping operating records, and preparing daily records of transactions.
10. Ensure compliance of volunteers and trainees with established security, sales, and record keeping procedures and practices.
11. Supervise trainees through on-the-job training. Demonstrate professional retail sales techniques and methods as well as project a professional attitude and manner at all time.
12. Use social media effective to increase on-line sales.
13. Coordinate donations.
14. Travel as required/needed.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED completion, plus minimum two (2) years of retail management experience, or any combination of work experience and education which demonstrates the ability to consistently perform the duties of the position.

Basic math skills, knowledge of current designs, styles and fashions, ability to manage time and meet deadlines, ability to interact courteously with the general public face to face and on the telephone; ability to comprehend and apply written and oral instruction, ability to complete all necessary paperwork, ability to effectively interact with co-workers, employment specialists and clients with diverse backgrounds, while treating each individual with respect and dignity. Must be 18 or older. Must have available, reliable transportation, valid driver’s license, clean driving record, and proof of insurance. Must be able to read, write and understand English, bilingual a plus. Must be willing to be a positive ambassador for the Agency.

PHYSICAL REQUIREMENTS: Must be able to bend, stoop, kneel, squat, twist, reach, pull, and lift heavy objects, up to 25 lbs frequently, do overhead work, and climb stairs with reasonable accommodation. Ability to work effectively under pressure and/or stress, ability and willingness to travel throughout the service area.

LCCAC is a drug and smoke free workplace and an Equal Opportunity Employer.