



**Thrift Store Manager
Full-Time Position**

Organization:	Maggie's Place
Job Title:	Thrift Store Manager
Department:	Thrift
Reports To:	Stability Specialist -Employment/Thrift
Location:	1517 E McDowell Road, Phoenix, AZ 85006

Position Description

Job Purpose:

The Thrift Store Manager's responsibilities will include, but are not limited to, overseeing the daily operations of our store. This position will ensure smooth running of operations and coordination of staff, schedules and donations. An effective manager will be able to motivate personnel to perform according to their maximum capacity. The goal is to manage our store in ways that boost community awareness of Thrift thereby increasing donations, revenues and business.

Responsibilities:

- Organize store operations and allocate responsibilities to staff and volunteers
- Manage donations and interact with donors at time of delivery
- Schedule Thrift employees work schedules
- Approve PTO
- Approve and submits timesheets
- Order supplies
- Sort donations
- Price merchandise
- Work the register as needed
- Manage customer complaints to maintain store's reputation
- Plan and oversee in-store promotional events or displays

Requirements:

- Outstanding communication and interpersonal abilities
- Excellent organization and leadership skills
- Basic math skills
- Proficiency in English
- Basic understanding of sales principles and customer service practices; Thrift Store experience a plus.
- Must be able to comply and meet the national and state criminal background check, national sex offender registry, level one fingerprint clearance card, and a Motor Vehicle Records check as required by Maggie's Place.
- Ability to lift 30 lbs is required.

Employee Printed Name: _____

Employee Signature: _____ **Date:** _____