

Center Street Thrift Store

Position Title: Manager

Location: Hanna, AB

Posted: January 11th, 2021

Position Profile: Center Street Thrift Store is seeking a Manager. The position is 20 hours per week in store, and five hours per week on an as needed basis for administration outside of store hours.

The Managers duties include:

- Hours Tuesday, Wednesday, Friday and Saturday 11:00 am to 4:00 pm plus up to 5 hours per week outside of store hours – hourly position with maximum paid hours of 25 per week
- Act as the stores main contact, maintaining ongoing, effective and timely communication with all concerned in a dynamic environment and consulting with executive when need arises
- Responsible for cash desk, client purchases, daily cash out, deposits and float management
- Responsible to make sure incoming donations are brought in
- Ensure store staff coverage by creating and updating volunteer schedules
- Monitor email, phone and Facebook communications
- Monitor and maintain store supplies
- Computer skills are required (Word, Outlook, Excel, Facebook)
- Advertise through Social Media and other avenues
- Create and maintain signage as well as maintain and modifying price listing
- Outgoing donation management
- Work with executive members to coordinate store closures
- Assist and train volunteers as necessary
- Work with executive to plan meetings and take minutes

Center Street Thrift Store Mission Statement

To provide a Ministry that serves the spiritual, social and economic well-being of the people of our church, the community and the wider area.

To Apply: Interested candidates may submit their resume to centerstreetthriftstore@gmail.com. If further information is needed, please contact Laura Creasy at 403-857-9498.