



The Place of Forsyth County
Position: Thrift Store Retail Assistant Manager- Dawson
Classification: Full-Time
Reports To: Thrift Store Manager
Supervises: Community service volunteers, volunteers
Hourly Wage: \$17

SUMMARY

As a key role in the successful operation of the thrift store, the Assistant Manager is responsible for creating and maintaining an atmosphere that engages and encourages employees, volunteers and community service workers to work diligently and efficiently. This will include overseeing sorting and pricing donations, assist with keeping the warehouse clean and safe, cashiering, and working with the thrift store manager to keep fresh product moving to the sales floor.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Work as part of a team with community service workers, volunteers, client helpers, and sales team to allow for the following:

- Oversee thrift store operation
- Handle cash and bank deposits daily
- Maintain petty cash
- Enforce cash register rotation policy
- Maintain efficient process for sorting all donations
- Help oversee Volunteers and Community Service Workers
- Effective method of sorting to sell quality and recycle less quality donations
- Assist with merchandising on the sales floor
- cashier
- Create and maintain a friendly and engaging atmosphere.
- Help ensure thrift store is kept clean and free of clutter and various hazards.
- Assist with pricing and tagging of merchandise
- Assist manager as needed during daily operation

QUALIFICATIONS AND EXPERIENCE

- High school diploma or G.E.D.
- Ability to prioritize and multi-task.
- Ability to work with a diverse group of people.
- Ability to train, observe, and tactfully hold others accountable.
- Ability to stand and move around the duration of the day.
- Ability to work in sometimes cold and hot environments.
- Ability to be around dust.
- Ability to lift objects at times heavier than 30lbs.
- Possess an appreciation for all races, religions, sexual orientations, and backgrounds.

- Possess a non-judgmental attitude towards people of lower socio-economic means, criminal histories, and any other personal differences.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

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Name (Print): _____

Signature: _____ Date: _____