

# **SECOND CHANCE THRIFT STORE**

## **MERCHANDISING SUPERVISOR JOB DESCRIPTION**

The Lynden Christian School Second Chance Thrift Store Merchandising Supervisor is directly responsible to the store Director for the performance of assigned duties. Duties are to be performed in accordance with the policies and regulations developed by the Second Chance Advisory Board of Lynden Christian School.

### **QUALIFICATIONS**

- Committed Christian
- Committed to Christian Education in General, and Lynden Christian School in particular.
- Skilled in meeting and supervising people.
- Strong communication and interpersonal skills.
- Able to work aggressively and independently; and able to make judgments with minimal supervision.
- Able to lift up to 50 pounds.

### **DUTIES**

#### **1. MERCHANDISING**

- Oversee display, arrangement, pricing and rotating of merchandise.
- Keep the merchandise on the sales floor fresh and tidy.
- Ensure shelves are stocked appropriately.
- Help develop and maintain system for appropriate pricing and display of merchandise.
- Manage and work with floor display of priced merchandise including seasonal and theme displays.
- Devise and implement system for storage of seasonal and theme merchandise.
- Identify and prominently display high value, collectible, antique and fast-selling merchandise.
- Make recommendations for promotions using sales and pricing information.

#### **2. STORE POLICY**

- Follow all store policies fairly.
- Any special requests must go through the Director.
- Keep volunteers aware of policies and procedures.

#### **3. VOLUNTEER COORDINATION**

- Work with/train volunteers to follow merchandising procedures and plan.

### **HOURS**

At a minimum, the Second Chance Thrift Store's Merchandising Supervisor must be present and/or available at the thrift store during scheduled shifts. Work is expected to be 30-40 hours a week or as agreed upon with store director.