



# Lynden Christian School

**POSITION TITLE:** Building Supplies Store Manager

**RESPONSIBLE to:** Director of Finance and Friends of Lynden Christian

**(FOLC) POSITION HOURS:** Part-time

**POSITION COMPENSATION:** \$18-\$25 Hourly

**JOB SUMMARY:** The store manager will manage day to day operations of the store, coordinate and Manage volunteers, and be the liaison for local businesses with donations for construction supplies.

## **QUALIFICATIONS:**

1. A faith in Jesus Christ as Lord and Savior of your life.
2. Skilled in meeting people.
3. Personable, engaging, organized, detail-oriented, teamwork, works well independently.
4. Strong communication and interpersonal skills.
5. Proficient with computer software.
6. Fiscally responsible and able to maintain budgets.
7. Able to send your school-aged children to Lynden Christian School.

## **RESPONSIBILITIES:**

### Inventory Management-

- Supervise donations to reduce the thrift store's acceptance of low value goods
- Supervise sorting and pricing of merchandise
- Identify and prominently display high value and/or fast selling merchandise
- Ensure regular rotation of merchandise
- Manage and execute merchandise donations to charitable individuals/organizations

### Procurement of Donations-

- Inform area businesses of the benefits of donating discontinued and out-of-season merchandise
- Promote and procure quality donations from businesses and local builders
- Devise, implement, and manage a donation pick-up option for individuals/and or businesses who are unable to deliver their donations to the thrift store location

### STORE MANAGEMENT-

- Set up shelving and displays to showcase best-selling inventory
- Determine ideal store hours and implement
- Respond to facility maintenance and operating issues
- Assign replacement personnel during vacations and leave
- Order/stock supplies and fixtures for store and back room operations as needed (printing, stamps, paper products, cleaning, tags, storage, display, etc...)
- Monitor building (lights, heat, doors, entry way, usage)

### VOLUNTEER SUPERVISION-

- Manage, recruit, and train volunteers to assist in the thrifts store's operation and maintenance to ensure consistency
- Develop and manage duty schedules and job divisions
- Plan for and implement volunteer appreciation events/ideas
- Promote and manage Service Hours projects for LCS students

- Set up/update volunteer database

#### CASH MANAGEMENT-

- Oversee daily cash in/out
- Present monthly report to Friends of Lynden Christian
- Keep a booking record of all funds
- Make weekly deposits and track funds through the month

#### STAFF MANAGEMENT-

- Assist in hiring and training of all paid staff
- Be in charge of staff scheduling, training, and duty assignment
- Meet with all store staff regularly for planning, communication, and operations issues
- Give staff annual reviews and communicate with staff on job performance

#### PROMOTION AND EVENTS-

- Organize and implement Grand Opening Events
- Oversee advertising and community outreach
- Develop ideas to attract additional donations

#### CUSTOMER SERVICE-

- Be present and/or available during store and donation hours to respond to customer and/or volunteer complaints or other issues
- Be present and/or available to handle pricing issues

#### LIAISON-

- Provide monthly progress reports to Friends of Lynden Christian Board concerning store performance, goals, volunteer morale, and other pertinent issues
- Communicate regularly with FOLC

#### STRATEGIC PLANNING-

- Assist in developing long-range goals for the Thrift Store
- Communicate with other thrift store managers in area to get ideas for improvement and better management