

Thrift Store Assistant Manager

Essential Functions of the Job

1. Coordinates unpaid volunteer staff.
 - A. Schedules volunteers to ensure adequate coverage of the store during operating hours.
 - B. Assigns volunteers to appropriate store duties.
 - C. Assists unpaid staff in following established store policies, procedures and protocols.
 - D. Assists in orientation, training and evaluation of unpaid volunteer staff.
2. Assists in revising systems for smooth and efficient operations as directed by the Manager.
3. Assists the Manager in cost containment efforts to maximize revenue from the operation.
4. Assists the Manager to ensure safe and efficient systems are followed for handling of money and credit card transactions.
 - A. Prepares bank deposits when requested by Manager.
 - B. Secures cash on hand before leaving the building at end-of-day.
 - C. Reconciles register receipts daily when requested by the Manager.
5. Conducts internet research on merchandising values.
6. Assumes primary responsibility for store décor and window trimming.