



**JOB DESCRIPTION**  
**THRIFT SHOPPE ASSISTANT MANAGER**

**Responsible to:** Thrift Shoppe Manager

**Hours:** Part-time every Saturdays and as needed/scheduled by the Thrift Shoppe Manager

**Wages:** \$15.00 per hour

**Purpose of Position:** Manage New & Again Thrift Shoppe on Saturdays and provide Thrift Shoppe services which allow the Shoppe to remain open when Manager is scheduled to be absent.

**Responsibilities:**

- Assist shoppers to locate desired items.
- Accurately operate cash register, credit card machine and check machine to facilitate sales to shoppers
- Assure safety and security of the premises and its contents during open Shoppe hours.
- Maintain merchandise displays and Shoppe premises in a neat/clean manner
- Open and/or close and secure Shoppe at beginning and end of day as requested.
- Open and close out daily register according to established procedures and assure security of funds. Place till, contents and paperwork in assigned location.
- Communicate with all callers, shelter residents, staff, volunteers and donors in a courteous and respectful manner.
- Complete required paperwork for tracking in-kind donations.
- Undertake other duties as assigned by the Shoppe Manager or C.O.O.
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**Qualifications:**

- Previous retail sales experience preferred
- Successful passage of a criminal history background check
- Unquestionable honesty/integrity