

Grant Me Hope Thrift Store

“Resale Benefiting Foster Youth Nationwide”

Job Description

MISSION STATEMENT: Grant Me Hope’s purpose is to find loving, adoptive homes for foster children before they age out of foster care alone facing homelessness.

Grant Me Hope has three goals:

- To educate America about the plight of foster children
- To recruit more foster families
- To get foster children adopted into loving homes

POSITION: Thrift Store Floor Leader

SUPERVISOR: Store manager

JOB SPECIFICATIONS:

Qualifications

- Education: High school education
- Personal Traits & Skills
 - Exhibit a clear passion for foster children and those we serve through our mission
 - Have a strong spiritual presence and exhibit Christ like behavior
 - Be able to lead the team in daily prayer and address needs of the team or community.
 - Communicate effectively with co-workers, volunteers, and customers.
 - Be empathetic, a go-getter, a doer, fast on your feet and a quick thinker.
 - Task and people oriented
 - Good basic computer skills, particularly Microsoft and Excel
 - Strong organizational and administrative skills
 - Strong interpersonal skills with the ability to work with an extremely diverse group of people.
 - Self-motivated
 - Willingness to learn and be flexible, not easily overwhelmed.
 - The ability to sit or stand for long periods of time to perform necessary job function
 - Ability to lift and move objects weighing up to 60 pounds
 - Be able to manipulate, handle, hold, feel and control items or equipment
 - Be able to read, write and interpret written documents.

Experience:

- Retail store
- Cashier
- Customer Service
- Supervisory

Interactions within Organization

- Store manager
 - Perform tasks as assigned by store manager
 - Assist in all aspects of store operation
 - Assist in the planning and implementation of in store promotions
 - Answer to store manager in all areas of performance, attendance, and any issue as outlined in the Grant Me Hope Thrift Store Employee Handbook.
 - Co-supervise volunteers, and any other store staff.
 - Cooperate and communicate with the store manager any needs of the production department
- GMH Staff
 - Actively promote unity between GMH mission staff, board, and GMH store staff and volunteers
- Truck Driver
 - Assist truck driver with loading and unloading
- Volunteers
 - Welcome, supervise and nurture the investment of volunteers at the Grant Me Hope Thrift Store.

JOB DESCRIPTION

- Primary Tasks
 - Supervise all production associates and volunteers working in the store.
 - Greet customers entering and leaving the store in a pleasant and friendly manner.
 - Understand and be able to perform functions at the cash register including purchases, returns, cancels, voids, and reports.
 - Answer the telephone and communicate with the caller professionally.
 - Assist in scheduling pickups and deliveries.
 - Oversee pricing of furniture and placement on the store floor.
 - Actively promote unity between store, production personnel, volunteers, and other GMH staff.
- Secondary Tasks
 - Supervise the store staff/volunteers in the absence of the store manager.
 - Assist store manager in interviewing and calling references of potential new staff members.
 - Assist store manager in the oversight of bi-weekly clothing and hard goods pull.
 - Assist cashiers in the pricing and displaying of jewelry.
 - Assist store manager in the ordering of store supplies.
 - Communicate with customers.