

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: Store Manager

SUMMARY: To assist in fulfilling the purpose/mission of Grant Me Hope by being responsible for the total business operation of the Grant Me Hope Thrift Store and supporting the Production Department. In the capacity the manager is responsible for providing an operation that not only produces a reasonable profit to sustain Grant Me Hope’s mission but also supports volunteers, staff, clients, and customers who visit by being the face of Grant Me Hope with grace and humility.

RESPONSIBILITIES:

- Count down register drawers and prepare daily deposits of store sales, insuring the security of all cash moving through registers.
- Assist on the sales floor
- Supervise all store activities
- Serve as team leader – listen to personal issues, encourage personal growth, mediate team member disputes, deal with discipline and correction as needed, encourage team unity.
- Oversee and assist in the development of training tools and methods.
- Direct the Assistant Store Manager/Production manager in staff training.
- Order and purchase store supplies for the sales floor, office, and production.
- Assist in production work areas as needed and oversee the merchandise flow.
- Direct staff hiring and provide performance evaluations of all staff as required.
- Work with the GMH Founder, Board of Directors, and other staff in the development of the annual budget as well as long-range planning and strategic development of the Thrift Store operation.
- Attend scheduled staff meetings and be prepared to share and report on those areas under your responsibility.
- Plan, design and execute all store advertising and promotions in line with budget limitations.
- Evaluate and revise as needed pricing structures and production rotations.
- Order and price all new merchandise needed by the store.
- Provide annual inventory of new merchandise at start of fiscal year.
- Provide all activity reporting on the store and production as may be required by the founder, board or other GMH staff. Make suggestions for changes in reporting as may seem appropriate for the effective evaluation of the thrift operations.

- Provide for the most appropriate store layout and merchandise displays that will maximize customer interest.
- Provide for daily cleaning and maintenance of the store.
- Responsible for the proper identification, pricing, and display of antiques.
- Responsible for any other assignments given by GMH founder, advisors, or board of directors.

QUALIFICATIONS:

- Exhibit a clear passion for foster children and those we serve through our mission.
- Be empathetic, a go-getter, a doer, fast on your feet and a quick thinker.
- High school education, some college preferred
- Supervisory retail experience of at least three (3) years.
- Production experience
- Customer service experience
- 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
- Communicate effectively with co-workers, volunteers, and customers.
- Be able to read, write and interpret written documents.
- 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.
- Be able to supervise and help build relationships between aged out foster youth and mentors.