



Employment Opportunity

Position Title: Assistant Manager	Position Number: 2018-166
Department: Thrift Shops Work Site: Sidney Thrift Shops	Days/Hours of Work: Various – 1-2 days per week, plus on call Shift Days/Hours: Monday – Friday, 8:30am – 5pm and Sundays, 9:30am – 4pm
Remuneration: \$15.00 per hour, plus 10.2% in lieu of benefits	Posting Period: Until filled
Start Date: As soon as possible	Status: Casual Union: Exempt

JOB SUMMARY:

Beacon Community Services is an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services. We offer a competitive salary and a rewarding, stimulating work environment.

Beacon Community Services Thrift Shops operate throughout the CRD. Each location serves individuals in the community by providing quality items at affordable prices. Our Thrift Shops are a success due to our team of dedicated volunteers and staff. The Assistant Manager is responsible for the overall operation of the Thrift Shop in the absence of the Manager.

DUTIES AND RESPONSIBILITIES:

- Ensuring the thrift shops are a safe environment for staff, volunteers and customers by following organization’s health and safety policy and procedures
- Opening and closing of stores
- Daily cash reports, bank deposits and maintaining an extra float on work days
- Inputting daily cash reports into the computer as directed by the manager
- Assisting in the recruitment and training of new volunteers
- Overall volunteer support in running shops and ensuring volunteers know they are a vital part of the success of the organization
- Welcome, engage, and thank the volunteers every shift
- Arrange, schedule, accept, and screen donation pickups and furniture deliveries as needed using posted information and criteria following donation safety guidelines
- Consistently monitors retail layout and display with frequent walks throughout the shop daily to maintain organization and cleanliness, colour blocking, regularly updating floor displays to attract customers to the shop
- Providing a high level of customer service through sales assistance, answering and returning phone calls, helping to load items into vehicles for customers as needed, and informing customers of our policies and procedures and ensuring there is consistency with them for all shifts

- Tracking vouchers, providing record of items and costs to Thrift Shop Manager
- Maintaining clean shops with daily trash and recycling removal, floors swept and shelves dusted, change rooms empty and the floor and front counter are clear at the end of the day
- Using a communication book as a tool to convey current, relevant information to the managers working alternate shifts
- Communicate feedback or ideas for the thrift shops to the thrift shop manager
- Ensuring other staff members and volunteers are aware of any policy changes or shop issues, creating and supporting a team atmosphere
- Be familiar with Thrift Shop operations in all locations with ability to convey general knowledge of Beacon Community Services
- Performs other related duties as assigned

QUALIFICATIONS:

- Experience working with the public or in a community service sector
- Retail knowledge and management experience an asset
- Experience working within a Thrift Shop environment
- WHMIS Certification (to be renewed every 2 years)
- Clear Police Criminal Record Check

KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with the operations of a Thrift Shop
- General knowledge of Beacon Community Services
- Ability to establish and maintain effective relationships with the general public, co-workers and volunteers
- Ability to work independently and within a team environment
- Ability to motivate, inspire, and provide direction and effective guidance to volunteers
- Ability to express ideas effectively, both verbally and in writing

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2018-166. Please note only those applicants who are selected to continue in the recruitment process will be contacted.