



## Employment Opportunity

<b>Position Title:</b> Assistant Depot Manager	<b>Position Number:</b> 2019-75
<b>Department:</b> Thrift Shops <b>Work Site:</b> Sidney Thrift Shops	<b>Days/Hours of Work:</b> Various –3 days per week, plus on call <b>Shift Days/Hours:</b> Saturday, 8:30 – 5pm; Sunday-Monday, 9:30am – 4pm
<b>Remuneration:</b> \$16.00 per hour, plus 8.6% in lieu of benefits	<b>Posting Period:</b> June 21 – July 5, 2019
<b>Start Date:</b> As soon as possible	<b>Status:</b> Casual <b>Union:</b> 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 that the thrift shop donation depot is a safe environment for staff, volunteers and customers by following the Beacon Community Services Health and Safety Program and Policy and Procedures.
- Following Donation Safety Guidelines - Accepting donations, sorting, pricing items and politely declining unsellable items.
- Prepare deliveries for Brentwood and Victoria Thrift Shops.
- Transport items between all 3 Sidney Thrift Shops.
- Keep thrift shops stocked with clothes, and other items as required by the volunteers.
- Recruiting and training new volunteers – in conjunction with the manager, as to the policies and procedures of the shop. Ensuring volunteers know that they are a vital part of the success of the organization.
- Support volunteers. Welcome, engage, and thank the volunteers every shift.
- Direct any donation pick up inquiries to Thrift on Fourth.
- Retail layout and display – frequent walks throughout the shop daily to maintain organization and cleanliness, and putting new items on the appropriate shop shelves
- Customer service – assisting volunteers with daily duties, assist customers with loading items into their vehicles, informing customers of our policies and procedures and ensuring there is consistency with them for all shifts.

- Maintaining a clean depot area – daily trash and recycling removal, clean floors when possible, keep outside area clean and organized.
- Communicate with the manager any feedback or ideas for the thrift shops.
- Communication – ensure other staff members and volunteers are aware of any policy changes or shop issues, creating a team atmosphere – all of the shops are working for the same organization, keeping Thrift Shop Manager and Director of Thrift Shops up to date with all issues, concerns, information of the shop.
- Familiarity with the operations of Sidney, Brentwood, and Victoria Thrift Shops.
- General knowledge of Beacon Community Services.
- All other duties as required.

### QUALIFICATIONS:

- Experience working with the Public or in a Community Service Sector
- Physically able to lift 40 pounds, work inside or outside on feet entire shift and in all weather conditions
- Experience working within a Thrift Shop environment
- WHMIS Certification
- 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
- Promote a positive team environment.
- Ability to work independently and within a team environment
- Ability to motivate, inspire, provide support to volunteers
- Ability to express ideas effectively, both verbally and in writing.
- Ability to keep their cool under sometimes stressful conditions
- Ability to prioritize tasks and multi-task

#### **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 2019-75. Please note only those applicants who are selected to continue in the recruitment process will be contacted.