



Employment Opportunity

Position Title: Assistant Depot Manager	Position Number: 2020-049
Department: Thrift Shops Work Site: Sidney Thrift Shops	Days/Hours of Work: Various – 2-3 days per week, 8:30am – 5pm, plus on call
Remuneration: \$17.00 per hour, plus 8.6% in lieu of benefits	Posting Period: June 24 th – July 6 th , 2020
Start Date: Available Immediately	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 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 **2020-049**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.