



## Employment Opportunity

<b>Position Title:</b> Assistant Depot Manager	<b>Position Number:</b> 2022- 28
<b>Department:</b> Thrift Shops <b>Work Site:</b> Sidney Thrift Shops	<b>Days/Hours of Work (Full-Time):</b> Monday to Friday 8:30am-5pm <b>Days/Hours of Work (Part- Time):</b> Saturday, 8:30 – 5pm; Sunday- Monday, 9:30am – 4pm plus on call
<b>Remuneration:</b> \$18.90 per hour, plus a generous benefits package and 3 weeks' vacation annually	<b>Posting Period:</b> Until Filled <b>Positions available:</b> Full- Time/ Part- Time
<b>Start Date:</b> As Soon As Possible	<b>Union:</b> Exempt

### ABOUT BEACON:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. We are an award –winning and accredited organization that helps people and improves lives through a range of community programs and services than span every phase of people’s lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team around 270 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment.

### POSITION SUMMARY:

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 Depot Manager Sidney Thrift Shops, through direction from the manager, screens, accepts, sorts, prices and stocks donations at the thrift shop depot. They also provide customer service and support our volunteers who assist in depot operations.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Ensuring that the thrift shop donation depot is a safe environment for staff, volunteers and customers.
- Following Donation Safety Guidelines - Accepting donations, sorting, pricing items and politely declining unsellable items.
- Prepare deliveries for Brentwood and Victoria Thrift Shops and transport items between all 3 Sidney Thrift Shops.

- Retail layout and display, customer service, clear and friendly communication, volunteer support and assistance. Maintaining a clean depot area, daily trash and recycling removal at all 3 thrift shops.
- All other duties as required.

#### **QUALIFICATIONS:**

- WHMIS Certification

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Physically able to lift 20 pounds, work inside or outside on feet entire shift and in all weather conditions
- Familiarity with the operations of a Thrift Shop
- Experience working with the public
- Ability to establish and maintain effective relationships with the general public, co-workers and volunteers promoting a positive team environment.
- 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

#### **ADDITIONAL INFORMATION:**

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
  - All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.
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#### **APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position number **2022- 28**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.

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