



Store Manager

Full-Time, Non Exempt, Benefits Eligible

Summary: Under the supervision of the WEAVE Retail Director, the Store Manager is responsible for the oversight of retail operations at the assigned store site. The Store Manager will also oversee in-kind donations, sorting donations, pricing donations. Manager will be responsible for coordination of staff (paid and volunteers). Strong customer relations skills and effective use of volunteers are critical to all job duties. The ability to work both independently and as part of a team is essential.

Essential Duties and Responsibilities: include the following. Other duties as assigned.

Retail Operations

- Plan and coordinate activities associated with the store operation
- Oversee inventory, facilities and equipment and notify Supervisor of concerns and trends
- Prepare daily sales reports
- Perform general retail duties including cashiering and customer assistance;
- Demonstrate accuracy in cash handling in all register transactions
- Ensure that work area is organized, clean and safe
- Provide daily reports and updates o Supervisor, as requested.
- Opening and closing of the store

In-kind Donation Coordination

- Process in-kind donations for the store
- Oversee donations from donors, provides receipts and sorts incoming items
- Coordinate pick-up of donated items and disposal of unused donations
- Pricing and placement of donations on the selling floor
- Maintain documentation of donated goods and services
- Provide excellent stewardship and customer relations with all donors

Employee and Volunteer Supervision

- Motivate, train and evaluate WEAVE paid and volunteer staff
- Maintain staffing schedule in accordance with annual budget
- Maintain records of volunteer hours and forward to the Volunteer Specialist monthly

Other Responsibilities

- Perform general retail clerk duties including cashiering, customer assistance and financial reporting
- Conduct regular unit meetings

- Attend In-Service meetings, agency staff meetings, agency annual retreat, and other agency meetings as needed

Supervisory Responsibilities: Oversees and coordinates employees in the store. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; assigning, and directing work; addressing complaints and resolving problems with the Retail Store Director.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Retail experience preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports, and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet and email, copy and fax machines and telephone.

Certificates, Licenses, Registrations: A current CA driver's license and proof of auto insurance are required.

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