



# Church of Saint Peter

1801 West Broadway Avenue, St. Peter, MN 56082

*United and inspired by the Holy Trinity, we are disciples guiding disciples.*

## Position Description

### I. **Position Title:** Thrift Store Assistant Manager

- A. **Hours:** 17-19 hours per week, 12 months per year
- B. **Benefits:** None
- C. **FLSA Status:** Non-Exempt
- D. **Reports to:** Parish Business Manager
- E. **Direct Reports:** None
- F. **Receives Work Direction From:** Thrift Store Manager and Pastor
- G. **Provides Work Direction To:** Volunteers
- H. **Resource Person For:** Parishioners & Volunteers

### II. **Primary Purpose of this Position**

The St. Peter Thrift store is a ministry of the Catholic Church of St. Peter. The profits of the store support the various ministries of the parish, namely social concerns and faith formation. The Thrift store assistant manager manages the day-to-day affairs in a professional manner, by assure that the store is properly staffed, clean and presentable to the customers.

### III. **Church Employment Responsibilities**

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that can embarrass the Church or give rise to scandal. It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

### IV. **Representative Responsibilities**

\*BE PRESENT WHERE NEEDED, READY TO WORK AS NEEDED TO MEET RESPONSIBILITIES. Includes recognizing when situations require more effort, requesting approval if more time is needed, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of in a professional and timely manner..

\*HELP CREATE A PRODUCTIVE AND HARMONIOUS WORK ENVIRONMENT.

\*Promote good morale, adequate communication, and cooperative teamwork.

\*Practice confidentiality in all matters related to employment;

\*Manage the Store

1. Unlocking the door at opening and locking the doors at closing
2. Be present in the store for business during all the scheduled hours Prepare the cash register at beginning of the day so that sales can begin as store is opened
3. Greet the customers warmly and ask volunteers to do the same

4. Display signage on specials for the day
5. Posting specials on Facebook or social media
6. Make the store attractive and welcoming
7. Follow policies and procedures put in place, and recommend needed changes.
8. Keep all items for sale clean and in usable condition, assure all electric items work, even if supervising volunteers to do so
9. Accepting donation following the guidelines already in place
10. Cleaning, pricing, organizing and throwing items away as needed
11. Maintain all supplies in the store
12. Keep the Parish staff up to date with any ideas that need to be ordered
13. Taking garbage out as needed
14. Clean store as needed
15. Cleaning the dressing room at the end of day
16. Organize and keeping the basement and storage areas clean
17. Making sure all customer are out of store before closing the store
18. At end of day printing the daily management reports (Z report) from the cash register
19. Count the money in the cash register every day, noting all discrepancies (voids, returns, or errors)
20. Putting all receipt, reports, notes, consignment sheet that are sold and cash in deposit bag
21. Bring the deposit bag to the bank and put in the night depository
22. Train and enforce safety procedures to provide a safe environment
23. Train volunteer's on store standards and polices
24. Supervises and coordinates tasks for volunteers in all areas of the store

\*Assist Recruit and Schedule Volunteers

1. Recruit volunteers to work in the store
2. Train volunteers on use of the cash register or other duties
3. Assist with the manager that there is enough volunteers for the week

\*Manage Consignments

1. Prepare consignment sheets for all items brought in on consignment,
2. When item is sold, follow procedures to fill out consignment sheet and deliver to Business Manager for payment,
3. For electrical items, consignment sheets are held for one week to allow return of non-working item before submitting it to the Business Manager for payment,
4. Develop program and volunteers to pick up consignment items from consignee – a \$10 pick-up fee should be charged.
5. Maintain copies of all consignment sheets

\*Keeping in contract with the Thrift Store Manager and Business Manager

\*Keeping the parish business manager who is the supervisor informed

\*Follow all policies and procedures of the diocese, parish, and store

\*Attend all required meetings

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the pastor.

**The responsibilities above proceeded by “\*” are essential functions of this position.**

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. **More detailed listings of duties and tasks are outlined in supplemental documents.**

**V. POSITION QUALIFICATIONS**

- Successfully complete standard Diocesan background checks and motor vehicle checks.
- Successfully complete VIRTUS training and maintain all Safe Environment Requirements of the Diocese of New Ulm and The Church of St. Peter
- Have Appropriate educational experiences
- Demonstrate evidence of good retail management techniques
- Must have, or be willing to develop, proficiency in technology skills as the position demands
- Possess good people and relational skills

**VI. MENTAL DEMANDS**

- Be knowledgeable and supportive of the Church of St. Peter Mission and Philosophy
- Be active, knowledgeable and supportive of the Catholic Faith and witness this to the community
- Work effectively and collegially with others
- Work well with others maintaining a positive and helpful attitude even in chaotic times
- Make decisions in timely manner
- Work without supervision, and discern when supervision is needed
- Effectively manage and maintain a retail Thrift Store
- Take directions from the Pastor or business manager and effectively complete new programs, processes, and procedures as directed
- Self-motivated
- Prioritizes tasks
- Keep Pastor and others appropriately informed
- Follow instructions and be able to complete tasks within appropriate timelines
- Plan, organize and meet deadlines
- Recognize and maintain confidentiality
- Must have integrity and honesty
- Communicate effectively with staff, pastor, and community
- Solve problem and deal with conflict and adversity

**VII. PHYSICAL DEMANDS**

- Work 19 hours a week
- Physically perform the tasks as required for the office needs and activities of the parish
- Speak, see, hear, and respond to customers, volunteers, & staff at all times
- Move around for long periods of time
- Sit as needed for long periods of time
- Lift and carry up to 50 pounds, using proper lifting and carrying techniques

**VIII. Signatures**

**EMPLOYEE:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as an organization's needs change, my job description will change.

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Signature of Employee

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Date

**SUPERVISOR:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

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Signature of Employer

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Date