



Charlottesville Albemarle SPCA Job Description

Position: Rummage Store Assistant Manager

Job Status: Exempt

Reports to: Rummage Store Manager

Revision Date: 10/18/2018

Summary:

Primarily responsible for providing assistance to the Rummage Store Manager and acting as manager when manager is not on premise. Takes ownership in managing staff and volunteer efforts to ensure a cooperative team, positive attitudes, the achievement of store revenue goals, and the advancement of the CASPCA mission.

Essential Duties and Functions:

- Assists with merchandising of showroom. Sorts, prices and stocks merchandise/donations.
- Assists with interviewing and managing showroom and receiving staff.
- Manages volunteers, volunteer recruitment, and volunteer scheduling based on store needs.
- Provides prompt, courteous and excellent service to all customers, colleagues, and volunteers.
- Prepares daily and weekly sales reports and deposits and some additional financial responsibilities.
- Acts as showroom and/or receiving staff as needed.
- Makes weekly pickups to various vendors; the ability to drive a motor vehicle is required.
- Ensures store cleanliness is maintained on an ongoing basis.
- Cultivates positive customer relations through professional and courteous actions.
- Performs other duties as assigned.

Physical Requirements and Work Environment

- Ability to lift and transport materials weighing up to 50 pounds.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand for significant periods of time.

Qualifications:

- High school degree required.
- Minimum of 2 years retail experience required.
- Experience using POS systems, processing sales transactions, and balancing sales reports preferred.
- Basic Microsoft Office knowledge preferred.
- Must be willing to work weekends and holidays as deemed necessary.
- Valid VA driver's license required.