



College Church
Proclaiming the Gospel
Job Description

- Job Title:** Assistant Manager Twice is Nice Resale Shop (20-24 hours non-exempt)
- Reporting:** Reports to and is under the direct supervision of the TIN Manager and is accountable to the Director of Administration & Finance.
- Primary Objective:** Assist the Manager in supervising and overseeing store operations to generate revenues that support Outreach Community Center (OCC) ministry programs. A healthy balance should exist between business goals and ministry opportunities within the store and community.
- Principal Duties:** Assist the Manager in maximizing the potential of the store to:
1. Be salt and light (Matthew 5:13-16) to the customers, donors, volunteers and the community in general, demonstrating an attitude of efficient, caring service to those with whom we do business.
 2. Always conduct business in an open, transparent way, demonstrating the store's Christian values.
 3. Greet customers and assist shoppers with purchases.
 4. Manage the daily function of the store when the Manager is not present.
 5. Assist the manager in implementing marketing and sales strategies.
 6. Oversee a particular function or area as deemed appropriate by the Manager.
 7. Help set up donation receiving areas and accept and evaluate donations, providing donors with a receipt.
 8. Close and secure areas at day's end at Manager's discretion including the cash register.
 9. Organize and maintain donation areas, storage area, and store floor throughout the workday.
 10. Ensure quality inventory by adhering to merchandise standards and preventing damage or shrinkage in inventory.
 11. Participate in inventory management.
 12. Keep work areas stocked with supplies and necessary equipment, and help maintain a clean, attractive and safe work environment.
 13. Assist the STARS partner coach in determining daily tasks for each STAR partner.
 14. Perform other duties and assume additional responsibilities as assigned by the Manager or Director of Administration & Finance.
- Education, Experience & Skills:** Bachelor's degree or equivalent retail/resale experience. Strong verbal, written and organizational skills. Ability to thrive in a flexible, fast-paced environment sometimes working outside normal store business hours. Ability to work independently and in a team setting. Valid driver's license and required auto insurance.
- Physical Requirements:**
- A. Ability to stand up to 7 hours per day on concrete with frequent walking, standing, bending, squatting, pulling and pushing.
 - B. Occasionally lift items up to 40 pounds to a height up to 5 feet.
 - C. Occasionally may be required to carry items up to 40 pounds for distances up to 25 feet.
 - D. Ability to move furniture with help.
- Benefits:** Accrued as earned paid time off by Illinois Paid Leave For All Workers Act. Up to 40 hours per year.