

## Thrift Store Manager Job Description



Patty's Hope provides practical help, hope, and healing for biological mothers of children in foster care. We partner with local organizations and the Christian community to implement a holistic, individualized program with a focus on four areas: housing advocacy, trauma care, life skills, and healthy community. Patty's Hope aims to honor Jesus by seeing mothers transformed mentally, physically, and spiritually, leading to lifelong, and eternal, health and stability.

Patty's Hope is seeking a kindhearted, but business minded go getter with a passion to serve Jesus to set up and manage a thrift store.

### Job Description

Patty's Thrift is currently a store concept with a secured retail space with four main goals:

1. To provide an additional funding stream to the Patty's Hope program.
2. To provide employment opportunities to Patty's Hope moms.
3. To provide a shared experience for volunteers and bio moms in the hopes of building a healthy community around moms.
4. An avenue for advocacy and public awareness of biological mothers of children in foster care.

### Store Location

We have been offered discounted retail space in the newly acquired building of Hill City Church, in the U-Turn sport complex building, now to be called 'The Commons'. Located on 2101 Maywill street, Richmond Virginia.

### Position Summary

This position description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The new manager may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Under the general supervision of the Executive Director, the Thrift Store Manager will be responsible for setting up a Thrift store from scratch. Researching and implanting systems needed, policies, procedures and setting up the necessary store hardware and software required.

Once the store is established, the Thrift store manager will continue with overseeing all duties necessary to keep the store functioning well. They will plan, administer, monitor, and evaluate the day-to-day operations of the Thrift Store, including training and managing a small team of staff and volunteers. They will ensure compliance with established policies and procedures are followed. They will also oversee the pricing of donated items to ensure a reasonable financial return on the sale of store items. They assist customers in a polite and friendly manner; prepare store displays that are attractive, neat, and orderly; rotates and re-stocks store merchandise to ensure quick turnover; ensures the accountability and security of all store items and funds.

The store manager plans, supervises, and participates in the layout and display of store merchandise; ensures that stock is routinely rotated and ensures that prices encourage the desired level of stock turnover. Plans, organizes, and supervises the preparation of displays for special promotions or seasons.

Supervises and participates in the receiving, sorting, pricing, and distribution of donated items; ensures that items are processed in a timely manner and in compliance with established policies and procedures.

Maintains inventory of supplies and equipment for the store. Recruits and supervises volunteers working in the Thrift Store. Performs other related work as required.

### **Requirements**

- Commitment to Christ as expressed in the Statement of Faith. (found on our website at <https://www.pattyshope.org/statement-of-faith>)
- Regular church participation (church must also align with the Statement of Faith)
- Excellent verbal and communication skills
- Comfortable with Microsoft Office platforms
- At least one year experience in a supervisory capacity
- Experience relating with women with trauma histories and/or substance abuse disorders preferred
- Valid Driver's License
- Good business sense with a drive to see a plan through.

### **Job Type**

Part-time position

### **Schedule**

On average, 30 hours per week. Store open hours are yet to be confirmed, but could possibly include some evenings or weekends if scheduled on a shared basis with other staff and/or volunteers.

### **Compensation**

\$27 hourly

### **Benefits**

Partial benefits are being offered, including 2 weeks' prorated paid leave and sick pay.

### **References and Background Checks**

We request contact information (email or phone) for two references:

1. From a senior leader, elder or pastor from your church. Preferably someone who knows you well and has seen you perform in a serving capacity.
2. From someone who is familiar with your character, heart and work ethic.

If you are offered this position, we will request permission to perform a background check.

Thank you so much for considering this position with Patty's Hope. If interested, please contact Peter at 804-882-4789 or [peter@pattyshope.org](mailto:peter@pattyshope.org) for further details.