

NEW COVENANT UNITED METHODIST CHURCH
Job Description
Bargains & Blessings Assistant Store Manager

Title: Bargains & Blessings Assistant Store Manager

Supervision: Bargains & Blessings Store Manager

Compensation: Full-Time, Non-Exempt (Saturday hours included)

Working Relationships: The B&B Assistant Store Manager reports directly to the B&B Store Manager, which is under the Mission and Outreach Ministries. The Assistant Store Manager also receives direction from designated liaison person from Helping Hands Leadership Team (HHLT). HHLT provides input for the Assistant Store Manager's evaluation to the Store Manager for their consideration.

General Job Description: The Assistant Manager is responsible for assisting in the management, operation, and maintenance of the B&B Resale Shop. Must be effective and concise when communicating with volunteers, laity, HHLT designated liaison, and supervisor. Ability to diffuse conflict with all volunteers and customers. Ability to support the fostering relationships with church, community, and other agency leaders.

Qualifications:

- 3-5 years direct line supervisory experience
- Strong verbal, writing & organizational skills
- Proficient in Microsoft Office, Google Applications & computer skills
- Must be able to lift and/or move 50 lbs.
- Must hold a valid driver's license and be comfortable driving the B&B box truck and pulling a trailer
- Experience in working with a large volunteer base preferred

Primary Duties and Responsibilities:

- Commitment to and readiness to share in fulfilling the vision and mission of NCUMC
- Willingness to uphold and support NCUMC's values of: Spiritual Growth, Hospitality, Generosity, Community, Invitational, Service and Caring
- Ability to maintain confidentiality
- Consistently interact with congregants and public with warmth and hospitality
- Ability to work with a servant attitude in a cooperative team spirit

Management/Leadership

- Responsible for effective leadership and management of volunteers & store operations in absence of Store Manager
- Responsible for overseeing and/or recruiting volunteers for the retail store, intake, and donation pick-up and delivery process
- Responsible for overseeing & maintaining technology including internet, Wi-Fi, POS, security, computer, and telephone operations
- Maintain roster (Arena System) of volunteers, develop monthly schedules, manage changes, and keep volunteers informed
- Hold or attend meetings with volunteers for input, concerns, or issues
- Maintain and update volunteer procedure manual
- Responsible for a pleasant work environment, quality customer service & customer relations
- Be familiar and adhere with all operating policies and procedures
- Assure safety procedures are appropriate and monitored
- Lead daily devotions prior to opening the Resale Shop in absence or direction of Store Manager
- Direct requests from persons in need to Family Interface
- Assure store telephone is promptly answered and security cameras are maintained

- Address conflict and resolution in a concise, professional, and courteous manner
- Help cover duties of other Assistant Manager if deemed necessary
- Immediately report all injury, or casualty events according to procedures
- Other duties as assigned

Revised January 7, 2022

