

URBAN*PROMISE* MINISTRIES JOB DESCRIPTION

Position Title:	<u>On-Call Asst Store Manager</u>	Location:	<u>Maple Shade, NJ</u>
Program:	<u>UrbanPromise Thrift Store</u>	Reports To:	<u>Store Manager</u>
Hours:	<u>Varies as needed (0 to 15 hrs / week)</u>	Salary	<u>\$12.50 an hour</u>

Position Summary:

UrbanPromise Thrift Store is a social enterprise operated by the UrbanPromise Ministries Community Development Inc. We are seeking responsible individual(s) to help run the Store when the Store Manager is not on duty, to add depth to staff and potentially expand days of operation. Ideally we are looking for internal candidates with committed experience volunteering with us at the Thrift Store or with UrbanPromise Ministries. Applicable experience in retail is a plus.

This position reports directly to the Store Manager and indirectly to UP's Director of Social Enterprise. The structure of the position will be similar to a substitute teacher role. When the weekly schedule is being prepared, the Store Manager will assess potential gaps in store coverage and may reach out to listed On-Call Assistant Store Managers to confirm their availability to work for a specific day/time window. Our hope is that there will be interest in continuing to volunteer with us at the Thrift Store or with UrbanPromise Ministries during times when not serving as an On-Call Assistant Store Manager.

If interested, please indicate general days of availability (including Mondays if we are able to expand schedule). Saturday availability is a plus as is flexibility to work across multiple days on an as needed basis. Please also indicate if possible to work a full day (approx. 8.5 hours) or if you have any preferred specific time windows of availability (ie: morning, mid-day, late afternoon).

Essential Job Functions

- (1) Assume key-holder responsibilities as designated by the Store Manager.
 - (2) Open store for morning shift and/or close store at end of day.
 - (3) Operate the cash register.
 - (4) Direct other volunteers and youth employees to complete daily store tasks as well as any priority projects identified by the Store Manager. Ensure that volunteer and staff work hours are logged.
 - (5) Assess store for needed inventory on floor and specific areas requiring organization / cleaning.
 - (6) Handle donations received at the store and track donor requests for transport to pick up merchandise.
 - (7) Provide customer service and communicate store updates with Manager.
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Essential Job Requirements:

EDUCATION High School Diploma or equivalent.

EXPERIENCE Volunteering or working with UrbanPromise preferred as well as retail operating experience.

REQUIRED SKILLS Proven responsibility and ability to work with and mentor youth employees.

PHYSICAL REQUIREMENTS There may be need for lifting up to 25 pounds.

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LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

_____	_____
Manager’s Name	Title
_____	_____
Manager’s Signature	Date

Human Resources Approval/Comments:

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Authorized Human Resources Signature	Date