**ASSISTANT THRIFT SHOP MANAGER**

**Position Title:** Assistant Manager, Thrift Shop **Reports to:** Manager, Thrift Shop

**Department:** Finance  **Pay Range:** $22.00-$28.00/hr.

**FLSA Status**: Non-Exempt **Classification:** Part-Time

**Work week:** 24-30 hours per week, weekends and some holidays required. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Berkeley Humane provides complete care for homeless animals, from rescue to rehabilitation to placement. The Berkeley Humane’s Thrift Shop is not your typical thrift store. The Thrift Shop is a nonprofit boutique offering quality second hand and vintage items to benefit shelter animals in our community.

**SUMMARY:**

The Assistant Manager will assist the Thrift Shop Manager with the operational management of the Thrift Shop, including but not limited to volunteer support, training and supervision, team building and customer service, and act as on-site supervisor when the Thrift Shop Manager is not available.

**PRIMARY RESPONSIBILITIES:** This job description reflects the assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This position is responsible for the following:

* Assist in the recruitment, training, scheduling and support of Thrift Shop volunteers.
* Act as the point person for our large, dedicated volunteer base that works in our shop. Ensure that all shifts are filled with volunteer support so that the shop can operate smoothly.
* Oversee the operations of the Thrift Shop during scheduled shifts or when Manager is not available; responsible for ensuring opening and closing protocols are followed.
* Ensure that all sales transactions are handled properly and in line with Berkeley Humane’s cash handling procedures.
* Ensure excellent customer service for all donors and store customers.
* Resolve all issues that arise from customers or volunteer associates (conflicts, complaints, grievances, etc.).
* Ensure guidelines are being met when preparing merchandise for sale by pricing and tagging items and clothes.
* Maintain an attractive shopping environment including neatly stacking, shelving, and hanging clothing garments and other donated goods. Enforce pricing policies (one price/no haggle).
* Assist with bringing donated items into store, placing clothing and merchandise in the proper storage areas.
* Ensure the shop is always organized and clean, which includes sweeping, vacuuming, mopping floors, dusting shelves, cleaning bathrooms, washing windows, etc.
* Other duties, as assigned.

**EDUCATION & EXPERIENCE:**

* Minimum education includes high school diploma or GED equivalent. College degree in Business, Sales, Marketing, or a related field preferred.
* Minimum of 2 years of professional and supervisory experience in retail sales.
* Experience working with volunteers preferred.
* Shows maturity, good judgement and performs duties in a professional manner.
* Understanding of retail cash management systems; ability to operate a cash register and/or utilize financial software.
* Comfortable with Microsoft Office Suite, email, cell phones, etc.
* Online web-camera meetings required occasionally.
* Familiarity with nonprofit organizations, animal welfare, and volunteerism.

**SKILLS & REQUIREMENTS:**

* Excellent interpersonal and organizational skills, capable of working effectively with volunteers and customers. A team player with an attitude of service and ability to motivate others.
* Energetic, self‐motivated, professional, flexible and adaptable with a sense of humor, able to multi‐task and work independently in a hands-on work environment.
* Must possess a valid unrestricted driver’s license with a driving record acceptable by our insurance carrier and be bondable.

**PHYSICAL DEMANDS:**

This work is performed in office and/or retail surrounding; requires workers to walk or stand for long periods; lift and carry up to 50 pounds; climb stairs; bend; reach; hold, grasp and turn objects; and use fingers to operate computer keyboards. The work requires the ability to speak and communicate clearly.

**TO APPLY:**

Please submit a cover letter and resume, via email to [jobs@berkeleyhumane.org](mailto:jobs@berkeleyhumane.org) with "Assistant Manager" on the subject line. Your documents must be in Word or PDF format to be considered.

**Berkeley Humane is an Equal Opportunity Employer**

Berkeley Humane is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of volunteers and staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our volunteers and staff invest in their work represents not only part of our culture, but our reputation and Berkeley Humane’s achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, color, religion, disability, sexual orientation and beliefs.