

Employment Opportunity - Posting

The Salvation Army – Fort St John B.C.



Giving
Hope
Today

Job Title:	Thrift Store Manager	Competition #:	RESPC 121701 Dept 4000
Ministry Unit/Dept:	Fort St John	Status:	Full time
Salary Range:	\$26 an hour	Date Posted:	April 5, 2023
Address:	10116 100 Ave Fort St John	Posting Expires:	May 5, 2023
Applications Accepted By:			
Fax or E-mail: employeerelations@nchope.ca Attention: <p style="text-align: center;">Please no phone calls.</p>		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The purpose of the Thrift Store Manager is to oversee the operations of the Thrift Store to ensure customer satisfaction, contribute to organizational goals, and lead the team of Thrift Store staff for success and wellbeing.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Directs all operations of the store to meet sales targets and control expenses while maintaining customer service standards • In consultation with local and provincial HR; Hires, orientates, trains, evaluates, recognizes, disciplines and terminates • Manages health & safety, labour/employee relations and other related issues at a store level • Plans store layout to attract customers including window displays and merchandise displays, decides on in-store promotions and keeps abreast of marketing trends by checking competitors stock; ensures attractiveness of the store through ‘Tidy Maintenance’ • Determines and maintains appropriate inventory levels based on spot checks of the store and reviewing weekly sales records • Maintains control of inventory by ensuring store donations are retrieved, sorted, and priced appropriately; protects the store from inventory shrinkage by close visual monitoring • Ensures in-store safety for staff and customers (doorway snow removal, clear fire exits, no obstacles inside/outside store, cleans spillage and maintains store cleanliness); ensures property (store) is secured at all times 			

- Establishes and manages in-store budget within guidelines; executes budgetary objectives by attaining sales margins, maintaining staffing cost ratios, and profit objectives as established by the region; may participate in bank deposits
- In consultation with the Executive Director; analyzes store financial statements and strategizes appropriate action to attain financial goals, monitoring the cost of goods (i.e., buying products from warehouse, tracking costs associated with product, etc.)
- Prepares financial and other requested reports to the National and Regional offices (e.g. sales reports, staffing costs, and payroll data)
- Performs other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Minimum two years of prior retail experience in a supervisory role
- Team oriented & ability to take initiative; Strong service ethic
- Willingness to work with people from diverse socioeconomic and cultural backgrounds
- Clean Criminal Record Check | First Aid
- Computer literate

HOURS: 40 hours a week

PREFERRED SKILLS/CAPABILITIES:

- Creativity
- Leadership
- Well organized
- Marketing
- Strategic thinker

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Armatus Abuse Training and required Health and Safety training.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

