

Job Title:	Retail Manager – Thrift Store	Department/Group:	Retail Stores
Location:	Hightstown, NJ	Travel Required:	Local
Level/Salary Range:	Salary...	Position Type:	Full-time
Will Train Applicant(s):	No	Posting Date:	

RISE Core Values	
<p>Community</p> <ul style="list-style-type: none"> Put our clients at the heart of everything we do/ provides client-centered care Treat clients as Family, not just a number Work creatively with local partners to provide the best services possible for our clients Develops trusting relationships with clients, staff, and resource providers <p>Compassion</p> <ul style="list-style-type: none"> Respectful of everyone’s view Seek to understand clients’ priorities, needs, abilities, and limits. Actively listen and empathize with clients <p>Teamwork</p> <ul style="list-style-type: none"> Exemplify a positive team spirit Ask for feedback from colleagues Listen and respond to feedback from colleagues Assist colleagues when needed 	<p>Adaptability</p> <ul style="list-style-type: none"> Open-minded and willing to change and do things differently Listen and respond to feedback from clients, volunteers, and colleagues Willing to do what’s needed on any given day, even if it is not in the job description Open to learning and growing and considering new ideas Ability to multitask <p>Integrity</p> <ul style="list-style-type: none"> Open and honest with clients Maintain client confidentiality Don’t make promises to clients Open and honest with colleagues Promote the reputation of RISE within the community

Job Description
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Manage the store in accordance with the RISE Core Values and policies. Promote positive, friendly, welcoming environment for customers, staff, and volunteers. Help customers with friendliness and respect. - Set and manage pricing policies. Supervise cash register, money reconciliation, sales and inventory reporting. Design appealing merchandise displays. Hire, train, supervise, and develop full and part-time staff and volunteers. Create employee schedules. - Manage donor relationships. Required to work weekends and holidays. <p>PREFERRED SKILLS AND QUALIFICATIONS</p> <ul style="list-style-type: none"> 2+ years retail management in retail experience. Consignment or Thrift store experience a plus. Leadership ability to implement and reinforce key policies and rules. Strong interpersonal skills to create and maintain a positive, happy environment for customers, staff, and volunteers. Adaptability, especially dealing with donors, donations, and volunteers. Marketing, advertising, and pricing skills. Computer skills (Microsoft Office) (Retail POS software) Flexibility -- may be required to work in Furniture store. Adaptability, especially dealing with donors, donations, and volunteers. Bi-lingual is a plus. <p>ADDITIONAL NOTES</p>

Last Updated By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Contact:	Name	Email:	