



## Thrift Store Manager - Neat Used Things for Sale, Laurel

### Hours:

- Full-time (40hrs/week), usually during the confines of store hours

### Beginning Salary:

- \$36,000/year

### Education and Experience:

- Two years of college education (no degree needed)
- Two years of retail experience
- Managerial/supervisory experience
- Valid Driver's License
- Basic computer skills, experience with Microsoft Word & Google Suite

### Reports to:

- Executive Director

## SUMMARY

Neat Used Things for Sale, or NUTS, a thrift store operated by the Good Samaritan Center, seeks a Thrift Store Manager to plan, organize, and direct the daily operation of the thrift store. This individual will also develop and implement strategies that increase the public's awareness of NUTS, improve customer service, drive store sales, and increase profitability. NUTS Management coordinates all services and resources provided by The Good Samaritan Center to manage a resale shop consistent with the short and long-range interests of the organization, its employees, and the local community.

## INSTRUCTIONS FOR APPLYING

Thank you for inquiring about this position at The Good Samaritan Center/NUTS. Attached is a job description and an application for employment. **You may reach the Center for questions at (601)-355-6276.**

Please complete and mail along with resume' and cover letter to:

The Good Samaritan Center

P.O. Box 4955 - Jackson, MS 39296-4955

OR Email this application along with resume' and cover letter to:

Kathy Clem, Executive Director

kathyclem@goodsamaritancenter.org

## **ABOUT THE GOOD SAMARITAN CENTER**

The Good Samaritan Center is a private, non-profit social service agency that focuses on the needs of individuals and families in crisis who are experiencing an unexpected (yet verifiable) emergency beyond the client's control. Our programs and services include, but are not limited to: Clothing Closet, Emergency Food Pantry, HUB for the Hungry, Resource and Referral, and Case Management.

## **SKILLS AND ABILITIES**

### **Candidate Attributes:**

- Ability to communicate effectively both orally and in writing, and an ability to relate to people on all levels and from all backgrounds
- Ability to develop and prepare clear and concise reports
- Ability to make effective presentations
- Possess good people skills and enjoy working with the public
- Team oriented and highly motivated
- Must be task oriented, with a mind for organization, follow through and completion of tasks/projects
- Enjoys working in a team atmosphere and possesses the ability to inspire teamwork

### **Education Requirements:**

- 2 years of college and 2 plus years retail experience including cashier/stocking
- Managerial experience
- Basic knowledge of Computers (Microsoft Office) and Word Processing; typing required
- Valid Driver's License and ability to drive one's own car as needed. Good Samaritan Center reimburses for mileage

## **DUTIES AND RESPONSIBILITIES**

### **Employee & Volunteer Management:**

- Hire, train, direct and provide support to employees
- Schedule work assignments and employee schedules
- Recruit, train, and supervise volunteers

### **Direct Customer Service:**

- Train employees in proper customer service etiquette
- Handle customer issues and requests
- Create and maintain email list of customers and donors
- Create and send monthly email newsletter for store
- Promote the stores texting service (Text Club)

### **Facility Management:**

- Oversee maintenance and upkeep of thrift store property
- Maintain a neat, orderly and well merchandised store and warehouse

### **Merchandising:**

- · Receive donations from donors and other sources (giving appropriate and timely receipts and acknowledgments)
- · Oversee the sorting, and cleaning of donated items

- Develop and maintain a merchandising price book
- Oversee research and pricing of all merchandise as well as the training of other staff in proper pricing
- Oversee research and pricing for collectibles
- Train employees on operation of cash register
- Oversee stocking of shelves, tables, and racks
- Maintain appropriate back stock of supplies (ordering/buying as needed)

**Assistant to the Executive Director and Administrative Team:**

- Work with the Executive Director and administrative team to secure maximum income through NUTS/Laurel
- Assist staff with various assignments for special projects
- Actively participate as a member of the administrative team
- Represent the Executive Director and/or other administrative personnel at meetings, conferences and seminars, as required
- Undertake responsibility for special assignments and projects on behalf of the Executive Director and administration team
- Advise the Executive Director concerning matters requiring her personal attention
- Follow up on decisions and/or directives of the Executive Director to ensure implementation and/or completion
- Participate in developing, observing and implementing organization policy
- Represent The Good Samaritan Center and Neat Used Things for Sale in the community and at inter-agency activities
- Cooperate with other administrators and programs for the betterment of the store and all programs/services for our clients

**GENERAL GOOD SAMARITAN EMPLOYMENT**

- Work a minimum of 40 hours per week, normally within the confines of store hours, but also including engagements/projects/special events
- Observe and implement established policies and procedures
- Participate actively in staff development activities, workdays, office cleanup
- Ability to lift 30 lbs, push 75 lbs, and to paint (it can be a physical job)
- Actively assist co-workers as needed
- Work with volunteers directly in various capacities
- Actively participate as a member of the administrative team, and perform other duties as assigned



114 Millsaps Avenue  
 Jackson, MS 39202  
 Phone: (601) 355-6276  
 Email: info@goodsamaritancenter.org

## Thrift Store Manager - Laurel

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

### I. Personal Information

Name:

<b>Last</b>	<b>First</b>	<b>M.I</b>
Maiden Name (if applicable):	Preferred Name:	

Mailing Address:

Permanent Address (if different from above):

Social Security Number:	Cell Phone Number:	Alternative Phone Number:
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Email Address:

Do you have U.S. Citizenship or Permanent Residency? (Circle) Yes or No

Are you over 21 years old? (Circle) Yes or No

Please list days & hours available to work:

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

Are you available on holidays, nights and weekends?

How did you hear about the Good Samaritan Center/NUTS?

Have you ever been convicted of a crime other than minor traffic offenses? (Circle) Yes or No

Are there any pending charges? (Circle) Yes or No  
If either are yes, please explain.

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Have you ever been discharged or forced to resign from a position? (Circle) Yes or No  
If yes, please explain:

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Is there anything that restricts you from performing the listed duties in this job description with or without reasonable accommodation?

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## II. Employment History *If needed, you may attach a second page or resume to supplement employment history.*

1. _____ Company Name (Current or Most Recent Employer)	_____ Position Held			
_____ Location	Wages: Start _____ End _____			
_____ Manager/Supervisor	_____ Telephone			
Dates Employed: From _____ To _____	<table border="1"><tr><td>Contact Employer?</td></tr><tr><td>Yes No</td></tr><tr><td>If No, why?</td></tr></table>	Contact Employer?	Yes No	If No, why?
Contact Employer?				
Yes No				
If No, why?				
Reason for Leaving: _____				

2. _____ Company Name	_____ Position Held			
_____ Location	Wages: Start _____ End _____			
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Yes No				
If No, why?				
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3. _____ Company Name	_____ Position Held			
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Contact Employer?				
Yes No				
If No, why?				
Reason for Leaving: _____				

### III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study or Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No

If so, what are those plans? \_\_\_\_\_

### IV. References

\*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.

Name	Occupation	Years Known	Phone

### V. Application Questions

1. Why do you want to work at Good Samaritan Center's resale store (N.U.T.S.)?

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2. With all your customer service and management retail experience, what did you like, what did you dislike about previous work experiences?

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3. What are some special skills you will bring to our team?

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4. What was your favorite job and why?

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5. Name your biggest strength and biggest weakness.

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6. Any hobbies? If so, what?

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7. Where do you see yourself in the next 3-5 years?

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## VI. Authorization

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on work time that I will be required to submit to a drug test.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Office Use Only

Date Submitted: \_\_\_\_\_

Interviewed by: \_\_\_\_\_