



JOB ANNOUNCEMENT

ST. VINCENT DE PAUL THRIFT STORE MANAGER

St. Vincent de Paul Thrift Store is hiring a Store Manager. The position is full-time exempt and will report directly to the Director of Stores regarding operations of the store at 8051 W Broad St. The purpose of the position is to work within the framework of the Society of St. Vincent de Paul's mission and thrift store objectives. The Store Manager will be responsible for generating optimum sales volume and profit while managing a team of staff and volunteers at the store.

Essential Functions:

Store Performance

- Meet monthly sales objective
- Monitors customer service to ensure a sincere, warm and friendly atmosphere
- Display merchandise in an appropriate and timely manner to generate sales
- Recommend special sales promotions to Director of Stores and is responsible for implementing such approved promotions
- Ensure the phone is answered and voicemails returned in an efficient and courteous manner offering assistance to the caller if needed

Volunteer & Staff Management

- Manage schedules of volunteers and staff to maintain proper store coverage for both retail operations and production
- Conduct regular trainings for existing volunteers and staff regarding technology, store policies and processes while performing onboarding of new volunteers and staff
- Conduct periodic store meetings to communicate store goals and performance
- Maintain awareness with volunteers and staff of the mission of the Society of St. Vincent de Paul and coordinate trainings through the Council

Financial practices

- Responsible for cash management in accordance with SVdP policies regarding bank deposits, daily receipts and the preparation and closeout of the POS system on a daily basis
- Responsible for daily management of all controllable expenses
- Verifies the receiving and pricing of merchandise to ensure it is properly accounted for and priced, ticketed and displayed

Other

- Maintain a clean shopping and work environment for both customers and staff
- Perform other duties as assigned by the Director of Stores

Qualifications

- High school degree or equivalent
- Thrift store or retail experience is a plus (not required)
- Strong communication and organizational skills
- Bilingual in Spanish a plus (not required)

Anticipated Start Date: mid-July 2025 to early August 2025 **Application Deadline:** *Open until filled*

Salary Range: \$43,000 - \$48,000 annual

To Apply: Please send your resume to info@stvincentthrift.org.

St. Vincent de Paul Thrift Store is an Equal Opportunity Employer.