



<b>Job Title:</b>	Care and Share Store Manager	<b>Employment Type:</b>	Full Time
<b>Department:</b>	Retail	<b>FLSA Classification:</b>	Exempt
<b>Reports To:</b>	Director of Retail	<b>Compensation Type:</b>	Salary
<b>Location:</b>	Care & Share Store	<b>Weekly Hours:</b>	40 hours
<b>Supervises:</b>	Store Assistant Manager, Store Clerks, Volunteers, Residents, & Court Ordered Workers		
<b>Work Environment:</b>	Store Front, Stairs, Basement, & Varying temperature and weather		
<b>Equipment Operated:</b>	Computer & Phone		
<b>Physical Requirements:</b>	<ul style="list-style-type: none"> <li>• Must be able to lift a minimum of 20lb;</li> <li>• Standing, bending &amp; lifting for extended periods of time;</li> <li>• Frequent stair climbing</li> </ul>		

#### **Position Summary:**

Oversee all aspects of the store ministry. This includes selling donated items at reasonable prices to create an income for the Kokomo Rescue Mission and providing clothing and essential household goods to income qualified people.

#### **Primary Duties and Responsibilities (includes but not limited to):**

- Carry out the mission and vision of the Kokomo Rescue Mission while doing daily tasks.
- Maintain daily inventory of the store.
- Manage store finances.
  - Accountable for the daily revenue
  - Create monthly reports
  - Create and adhere to the annual budget
  - Meet store goals
- Schedule and manage workers' daily duties and assignments.
- Oversee sorting and pricing of donations with the mindset of what can be sold and how it will be presented in the store.
  - The store staff is responsible for linen sorting, wall art, home decor, small appliances, & small electronics.
- Manage the marketing needs of the store.
  - Market upcoming sales
  - List high ticket items
  - Strategize to boost sales if needed
- Order supplies and new seasonal merchandise as needed.
- Oversee the day to day operations of the store such as, customer assistance, policies, safety protocols, etc.
- Other duties as required.

**Requirements:**

**Employment at Kokomo Rescue Mission:**

- Must possess a personal faith in Jesus Christ and pursue growing that faith in community with other believers.
- Must believe and adhere to the Kokomo Rescue Mission Doctrinal Statement and qualification for employments outlined in the handbook.

**Position:**

- Must have excellent customer service skills.
- Must be able to manage a retail store.
- Must be able to manage different types of people.
- Must have good interpersonal personal and communication skills.

**Education or Skill Set:**

- Completion of High School diploma or GED is required.
- 2 years of retail or thrift management is preferred.