

### Job Description

**Position Title:** Assistant Manager (AM)

**Employer:** Beverly Bootstraps

**Reports to:** Thrift Shop Manager

**Hours:** 30+ hours per week including Saturdays and Special Events

#### **Position Overview:**

The Assistant Manager will work with the Manager on the smooth running of the Thrift Shop. The A.M. will collaborate with the Manager on all aspects of the shop, including sales, donation management, shop layout and event planning. This will include training all staff and delegating duties in a fair and efficient manner. The A.M. will be the liaison between the Volunteer Coordinator and the Volunteers. This will include managing, scheduling and training volunteers. The employee will manage the back room donation drop-off and sorting area. The A.M. will work to streamline the policies and procedures of donation flow and work with volunteers and staff towards consistency of pricing shop-wide. The employee will be responsible for all recycling and trash removal as well as pickups of scrap metal, electronics and textile Overstock. The employee will help plan, save for and organize Special Events. The A.M. will collaborate with The Donation Coordinator and Thrift Driver on in-coming donations making sure that the donations can be accepted then sorted in a safe and timely manner. The employee will be called upon to work with Management on shop set up and display. The employee will be responsible for creating a safe and clean environment for volunteers, donors, customers and staff. The A.M. will coordinate with the Retail Coordinator on ordering cleaning and other supplies or equipment as needed for shop operations and sales. The employee will be called upon to make decisions regarding shop operations in the absence of the shop Manager. The A.M. will work with HR and Management to conduct employee reviews in the time allotted.

The employee will work with staff agency-wide as needed. The employee will adhere to the Beverly Bootstraps “play book” and will work to further the mission of the agency.

#### **Essential Functions:**

- Delegate duties to Thrift Staff and Volunteers
- Conduct employee reviews
- Schedule and train volunteers and new staff
- Oversee sorting, pricing and display of donations

- Be sure that supplies/equipment are ordered as needed
- Sort and price jewelry
- Research merchandise on-line as needed
- Attend Staff meetings as directed by E.D. or Shop Manager
- Adhere to the Beverly Bootstraps Security Plan and Procedures.
- Must comply with all policies and procedures as outlined in the Beverly Bootstraps Employee Handbook.

**Primary Physical Requirements:**

The candidate should be able to lift at least 35 pounds. Employee will need to interface with a variety of donors, volunteers and customers and be able to resolve questions and issues. Employee must be able to stock items in the store. The employee must have the ability to hear, talk, walk, sit, bend, reach, grasp and lift. Manual use of a cash register, calculator, telephone, copier, computer, facsimile machines or other technologies important to shop operations is necessary.

**Statement of Non-Discrimination:**

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

Beverly Bootstraps.  
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Revised: November 2017

By signing and dating below, I acknowledge that I have received a copy of this job description and agree to fulfill the job requirements to the best of my abilities.

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_