

Thrift Store Manager Job Description

About – WMCS and the Thrift Store:

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin. We could not be prouder of our Thrift Store's financial contributions to WMCS's everchanging programs to serve as a safety-net to the community of West Marin. For more than 40 years, we have provided critical support in many forms – supplying food, clothing, household items, and much more to community members in need.

Position Description:

WMCS Thrift Store seeks a Manager to supervise all Thrift Store operations. The position is between 28-35 hours per week at \$25-\$28 per hour to start, depending on experience. We offer paid time off and health insurance with yearly compensation evaluations.

Minimum Qualifications:

- Must be able to stand for long periods, bend, reach, and lift 30 lbs.
- Previous management experience, at least 1 year.
- Excellent written and verbal communication skills.
- Ability to multitask.
- Basic computer and software skills, especially Microsoft Office Suite.
- Willingness to work as an effective team member.

Preferred Skills and Experience:

- Knowledge of West Marin community and relevant non-profit agencies.
- Previous non-profit and marketing experience.
 - Google Business, Instagram, Facebook, etc.
- Bilingual in Spanish and English.

Responsibilities:

- Fiscal management of Thrift Store operations including daily sales tracking, bank deposits, and compilation of regular income reports to our bookkeeper.
- Oversee and train staff to receive donations as an amiable sorting process of donated goods with the goal of assessing sellable products from unprofitable items.
- Create and maintain pricing lists for common products.
- Price donated goods considering condition, brand, and target demographics.
- Adapt to pricing unique items such as jewelry, artwork, antique, and vintage items.
- Maintain and keep track of active and spent gift certificates.
- Recruit, hire, and oversee staff and volunteers. This includes being familiar with HR practices, conducting interviews, and the use of hour-tracking software.



WEST MARIN COMMUNITY SERVICES

Every one. All ways.

Responsibilities cont.:

- Accommodate third-party community service volunteer programs for temporary hires.
- Keep products moving by evaluating items for clearance racks.
- Curate store window and showcase products with an eye to special occasions, events, holidays, and season.
- Maintain seasonal inventory and circulate when appropriate.
- Regularly check and respond to voicemail and email messages. Maintain accurate voicemail recording.
- Oversee and execute the upkeep of hours and messaging on Google Business, Instagram, Facebook, and WMCS website.
- Manage employee schedules among staff and train them on our hour-tracking software.
- Attend weekly Principal Staff Meetings, trainings, and workshops.
- Schedule and lead Thrift Store Staff meetings in-person or over Zoom.
- Maintain the most current CDC and local COVID-19 protocols as they pertain to retail. Promptly implement any changes and policies.

Submission Requirements:

- One-page resume
- One-page cover letter
- 3 references

Submit relevant documents and questions as a pdf to hireing@westmarincommunityservices.org or on our [Indeed posting](#).