

**JOB POSTING – ST. VINCENT DE PAUL**  
**COMMUNITY STORE**

**POSITION:**                   **Assistant Store Manager – Full-time/1st Shift (Various Days: Mon-Sat)**

**POSITION MANAGER:**     Paula Cosby, Associate Director of Operations

**POSTING PERIOD:**         September 10, 2020 Until Filled

**APPLICATION PROCESS:**

If you are interested in the position, mail or email ([pcosby@stvincentdayton.org](mailto:pcosby@stvincentdayton.org)) a resume and/or a Letter of Interest to Paula Cosby, St. Vincent de Paul Administration, 124 W. Apple Street, Dayton, Ohio 45402 requesting consideration for the position.

**A. GENERAL SUMMARY AND PURPOSE**

The Assistant Store Manager is responsible for assisting the Store Manager in the management of retail store operations, including management of all employees; preparation of the annual store budget; operation of the store within budget parameters; and continual development of sales events and processes designed to maximize store sales. The Assistant Store Manager assumes full responsibility for the overall management of the facility and store operations in the Store Manager's absence.

**B. ESSENTIAL JOB FUNCTIONS**

- Assist the Store Manager in managing, monitoring and coordinating the community store and warehouse operations daily, to include:
  - Conduct opening and closing processes for the store;
  - Provide high level of quality service to customers, and operate sales register at point of sale;
  - Ensure sales employees provide the highest level of customer service to maximize sales for the store;
  - Oversee voucher requests and deliveries;
  - Ensure sales staff and volunteers always act in compliance with the SVdP Code of Ethics; and
  - Monitor full compliance with all applicable OSHA regulations.
- Assume full responsibility for the overall management of store operations in the Store Manager's absence.
- Monitor flow and sale of merchandise to better assess and plan for customer and seasonal purchasing trends.
- Assist Store Manager in developing plans to build sales and profits in the store.
- Meet with the Store Manager regularly to review overall store operations, policies and procedures and participate in the setting of short- and long-term revenue goals.
- Provide input to the Store Manager of the overall work performance of sales employees in preparation of performance evaluations.
- Responsible for the security of store profits and delivering deposits to the administrative offices daily.
- Provide training and assist in supervision and development for sales staff.
- Maintain adequate inventory of merchandise on sales floor, and of general store supplies.
- Maintain a strict policy of confidentiality and propriety relative to all clients, donors, co-workers, and agency finances.
- Serve as point of contact for the store to include answering phone calls, questions and complaints as appropriate, and providing general information about St. Vincent de Paul.
- Complete other duties as assigned.