



**NOW HIRING**

**Assistant Manager**

**Mission Central Coat of Many Colors**

The Assistant Manager of the Mission Central Coat of Many Colors works under the direct supervision of the Manager who reports to the Executive Director. The Assistant Manager works a minimum of 40 hours/week. The work schedule is determined by the Manager with normal work hours being from 9:30 a.m. to 6:30 p.m. from Monday through Friday with an hour lunch scheduled each day. The Assistant Manager is expected to demonstrate Mission Central's CORE values of compassion, open-mindedness, respect and empowerment while performing all job duties and responsibilities.

**Job Duties and Responsibilities Include the Following:**

1. Supervising the Store Associate and volunteer Cashiers under the direction of the Manager.
2. Performing the duties of any absent volunteer when the Manager has been unable to locate a substitute volunteer. Assisting the Manager, upon request, with locating substitute volunteers.
3. Reporting to work in time to open the resale shop as scheduled. This includes unlocking the doors, opening the cash register, adjusting the HVAC to appropriate level, etc.
4. Assisting customers, Mission Central guests with gift cards, and volunteers in a timely and professional manner.
4. Operating the cash register including sales, opening and closing procedures, returns, voids, changing register tape, etc.
6. Assisting with training about Mission Central and all resale shop operations upon request of the Manager and Director of Volunteer and Community Relations.
7. Maintaining cleanliness and overall professional appearance of the resale shop including proper hanging of clothing on racks, proper sizing, etc.
8. Sorting and pricing of donated merchandise in accordance with resale shop procedures.
9. Disposing of unusable merchandise in accordance with resale shop procedures.
10. Ordering supplies with approval of the Manager.
11. Managing the resale shop in the absence of the Manager.
12. Other duties as assigned by the Manager or Executive Director.

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### **Minimum Requirements:**

1. High school diploma or GED is required. College degree is preferred.
2. One year work experience in retail management, marketing, business or other related work. Resale shop experience preferred.
3. Ability to work independently and with a team.
4. Ability to lift heavy objects, including but not limited to furniture and heavy bags of clothing weighing 50+ pounds.
5. Ability to utilize furniture moving equipment.
6. Ability to pass the Mission Central background check with a clean driver's record. No CDL is required.
7. Ability to use computers, GPS, credit card machine, etc.
8. Strong communication, problem solving and customer service skills.
9. Bilingual skills are a plus.

### **To Apply:**

Email a letter of application and resume to [jobs@missioncentraltx.org](mailto:jobs@missioncentraltx.org). Please indicate "Assistant Manager" in your subject line. Applications will be accepted until the position is filled. Mission Central is an Equal Employment Opportunity employer.

January 2018