



## COMMUNITY CARE FOR CENTRAL HASTINGS

### SEEKING A COMMUNITY CARE TREASURES MANAGER

**This is a 5 day a week job (30 hours) working out of the store in Tweed.**

#### **Position Summary:**

- Oversee the general operation and success of the retail thrift store, including receiving and processing donations, as well as displaying merchandise
- Promote the store through paper and social media to increase store traffic
- Recruit, train and schedule volunteers
- Coordinate, schedule and manage furniture donation deliveries and pickups
- Operate a cash register, reconcile cash and sales receipts, and keep record of transactions
- Uphold the cash handling policy and properly execute the procedures
- Maintain confidentiality in accordance with policies and procedures

#### **Qualifications and Experience**

- 2-5 years retail experience
- Excellent written and oral communication skills
- Familiarity with merchandise promotion and sales techniques
- Experience managing staff in a retail environment
- Ability to work independently
- Proficient with Microsoft word, excel, Facebook, Internet, and email.
- Strong organizational skills with the ability to manage multiple tasks required
- Have a valid Driver's License

Interested applicants mail, email or fax resumes by July 9, 2021.

**Community Care Central Hastings**  
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