

Title: Store Manager  
Department: Operations- Victory Vintage Thrift Store  
Reports to: Director of Operations  
Status: Non-Exempt (Hourly)  
Salary Grade: Salary to be determined – Full Time (30-40)

**General Description of the Work:**

Oversee Victory Vintage Thrift Store operations including voucher management, inventory flow and merchandizing, and personnel management. The right candidate must possess and maintain a Christian testimony of their faith and experience in Jesus Christ. They must also have flexible availability including Saturdays due to the store hours of operation, and retail experience. The right candidate will have the ability to work well with the public as well as manage staff and volunteers.

**Essential Job Functions:**

- Oversee Victory Vintage operations including voucher management, inventory flow and merchandizing, and personnel management.
- Complete required administrative duties including entering daily sales data, bank deposits, sales sheet submission to the executive assistant or finance director, weekly payroll, employee reviews, weekly reports, and month end reports.
- Merchandize sales floor to properly market and display inventory.
- Supervise employees, students, and volunteers on a daily basis including assigning tasks and responsibilities.
- Determine prices for inventory to boost sales, draw customers, and remain competitive.
- Oversee inventory rotation to ensure a constant and consistent flow of merchandise.
- Establish employee schedules to meet the needs of the store.
- Perform opening and closing operations as needed.
- Hire and terminate employees as required.
- Perform any store operations as needed.
- Be involved in related Springfield Victory Mission special events.
- This is a full time position with some Saturday work.

**Qualifications:**

Business degree or equivalent retail work experience. Retail management experience a plus.  
Cashier, merchandizing and customer service experience in a retail environment preferred  
Must be able to lift 40 lbs  
Good communication and organization skills  
Ability to follow directions  
Flexible availability including Saturday  
Must be caring, compassionate, positive and self motivated

**Personal Attributed and Values:**

Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him

Be a consistent witness for Jesus Christ; possess and demonstrates excellent integrity

Exhibits spiritual maturity as defined by evangelical biblical standards

Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting.