Society of St. Vincent DePaul

Job Description

Stores General Manager

The position of Stores General Manager is responsible to the Jackson District Council President.

General Description: This position is required to work within the frame work of the mission of the St. Vincent de Paul Society (SVDP) mission and thrift store's objectives. The Store General Manager has profit and loss responsibility for all store operations. There will be an annual evaluation and this job description is open to revision.

Duties Include:

1. Establishes profit and loss goals for Store Managers and works toward their achievement.

2. Provides training for Store Managers to assist in meeting goals.

3. Implements distribution to the needy in accordance with policies and procedures established by the District Council.

4. Responsible for all cash management in accordance with SVDP policy with regard to bank deposits, daily receipts and the preparation of cash register, etc.

5. Responsible for final preparation of the Stores budget. Monitors and controls all expenses.

6. Conducts performance reviews at regular intervals with all full and part-time employees.

7. Conducts periodic store meetings with Store Managers to inform and to communicate store goals and concerns to store personnel.

8. Monitors customer service to insure a sincere, warm and friendly atmosphere.

9. Displays merchandise in an appropriate and timely manner to generate sales, continually altering displays so that maximum exposure of merchandise can be attained.

10. Recommends special sales promotions centered on local occasions and special events and coordinates its implementation with the Stores Managers.

11. Maintains awareness of SVDP Society membership and conference needs filled at the store level.

12. Maintains an awareness of local consumer needs and desires, and communicates them to the Stores Managers.

13. Reviews comparison shopping of stores in area and reviews competition with Stores Managers.

14. Trains all Store Managers in accordance with personnel policies, store policies and job descriptions.

15. Ensures all employee/volunteer discounts are given in accordance with SVDP policy.

16. Oversees participation in annual events, i.e., Priceless Gift Toy Store, Big Seed, Jackson County Fair, Civil War Muster, Fashion Show and Community Garden. Recommends participation in other events to the Jackson District Council.

17. Represents the SVDP Society at community events, when needed and at the direction of the Jackson District Council President.

18. Oversees social media, including website and Facebook pages. Writes the cover article for the month newsletter.

19. Performs other related duties assigned by the Jackson District Council President.

Qualifications:

Extensive knowledge of good management practices, human resources, store merchandising principles, interpersonal communications, accounting and supervisory skills. Ability to learn, apply and interpret policies related to the operation of the thrift stores. Communicate effectively with staff, members of the SVDP, and the general public. Deal effectively and openly with staff, achieving results through positive human relationships. Write required reports in an intelligible manner. Maintain accurate accounting of all financial transactions. Price merchandise according to current rates and economic demands.

Successful candidate must be a practicing Catholic.

Experience:

Progressively responsible merchandising experience and basic skills in personnel supervision.

Education:

A college degree in business administration, management, or equivalent experience is preferred. A demonstrated ability to successfully manage multiple store operations is required.