



JOB DESCRIPTION

Position	Department	Reports to
Assistant Store Manager	Gateway Mission Store	Store Manager
Employment Status/Schedule	FLSA Status	Salary Level
Full time; 1 st shift; 2 nd shift	Exempt	4
Location	JD Number	Last Update
Gateway Center	15-02	5-8-23

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Assistant Store Manager supports the Store Manager and staff in managing the day-to-day business operations of the thrift store with equal focus on ministry and profitability.

Essential Duties & Responsibilities

OPERATIONS

1. Supervise all store activities including assisting on the store sales floor as needed.
2. Serve as store team “chaplain” including direct and lead devotions, listen to personal issues, encourage spiritual growth, mediate team member disputes, deal with discipline and correction as needed, encourage team unity.
3. Count down register drawers and prepare daily deposits of store sales, ensuring total security of all cash moving through the registers.
4. Assist in preparing for daily store opening and closing as trained by Store Manager using task list for end of day duties.
5. Answer phone inquiries in a professional manner, directing all sales calls and customer inquiries to the appropriate individual.
6. Direct donors to proper area for drop-offs.

MERCHANDISE

1. Assist in developing an appropriate store layout and merchandise displays that maximize customer interest.
2. Assist in proper identification, pricing, and display of vintage merchandise.

FINANCIALS

1. Assist Store Manager with scheduled training meetings, planning of sales events and Community Service Program.
2. Assist in maintaining current budget and sales reports in Clover, Thrift Trac, Excel and COYF.

STAFFING/VOLUNTEERS

1. Assist in recruiting, interviewing, new hire paperwork and training.
2. Assist in scheduling and preparing reports when needed.
3. Work with the Volunteer Coordinator to recruit, train and maintain regular volunteers

MISCELLANEOUS

1. Assist in daily cleaning and maintenance of the store; Maintain a clean and presentable store environment. Keep areas such as bathrooms, floors, break room, dressing rooms, and customer counter clean and presentable.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

Education/Experience

- High school graduate required; college preferred
- Minimum 2 – 3 years' experience in related field
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Strong organizational, time management, multitasking and networking skills
- Ability to communicate effectively – written, verbal and electronic communication
- Strong leadership skills to supervise and assign staff to achieve departmental goals, while exhibiting servant leadership.
- Ability to deliver an outstanding customer experience
- Ability to supervise staff and volunteers as needed
- Ability to establish and maintain effective working relationships with community partners, vendors, volunteers, and staff.
- Problem solving skills.
- Strong computer skills (Microsoft Office 365, Outlook, data entry, point of sale, inventory management)

Physical Activities/Demands & Work Environment

- Stand, walk, lift, carry regularly; bend, crouch occasionally to perform job functions
- Lift and move objects weighing up to 35 pounds required; up to 75 pounds preferred if working in furniture
- Manipulate, handle, feel, and control items or equipment
- Communicate effectively with guests, volunteers, and staff
- Read, write, and interpret written documents
- No adverse environmental conditions expected

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.