



Traditional and Progressive.
Mission-Driven.
Searching and Faithful.
Invitational and Inclusive.
An Open and Affirming Congregation

BARGAIN BOX ASSISTANT MANAGER Position Responsibilities and Expectations

Position Summary:

The Assistant Manager of The Bargain Box Thrift Store, a ministry of Naples United Church of Christ, is responsible for managing the store in the absence of the Director of The Bargain Box and supporting all aspects of the operations. The position requires the knowledge and skill-sets necessary to manage a resale shop. This is a part-time, non-exempt position that reports to the Director of The Bargain Box.

Key Responsibilities:

- Assist with the recruitment, training and supervision of volunteer staff
- Assist with donor activities, ensuring positive relations and enabling quality contributions of merchandise by effectively communicating with donors in a courteous and professional manner
- Assist with processing merchandise from the donor to the showroom
- Open and close the store in accordance with established procedures
- Process each day's sales, accounting for all cash and credit card receipts, and making deposits as necessary
- Create a friendly and respectful environment for customer and staff
- Organize and maintain tools, equipment, and supplies needed by the Bargain Box team to fulfill their duties
- Maintain the facility to ensure that it is organized, clean and functioning efficiently
- Maintain and update Bargain Box files, including list of contractors, vendors, and sources for supplies
- Report to NUCC leadership periodically about the status of projects
- Respond to critical/emergency incidents like fire, robbery, shoplifting, and individual injuries, as well as manmade and natural disasters
- Additional tasks as assigned by the Director of The Bargain Box or the NUCC Executive Director

Key Knowledge and Skill Sets:

- Thorough understanding of resale operations
- Knowledge of brand names and trends in the area of furniture, home décor, artwork, kitchen wares and fashion
- Ability to recognize and separate collectible, vintage, antique and retro items
- Comprehensive expertise of standard maintenance tasks that can be performed without government required licenses and certificates

- Outstanding awareness of new technologies, theories, practices, and techniques related to facility management
- Excellent verbal and written communication skills
- A strong knowledge of standard office software including, but not limited to, Microsoft Word, Excel and PowerPoint
- Ability to plan, coordinate, organize, and supervise multiple projects simultaneously
- Superior relation-building skills to collaborate with all levels of NUCC staff and congregation, and to communicate effectively and cordially with campus guests
- Capacity to deliver projects within deadline
- Exceptional problem-solving skills.

Qualifications:

- A high school diploma required, a bachelor's degree in an appropriate field of study desired
- At least three (3) years of resale or retail experience
- Physical capabilities to stand, squat, climb, and perform the physical demands of the position, including the physical strength to lift at least 40 lbs. of weight.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Competency to work independently and with teams
- Personal characteristics that include punctual, reliable, and friendly
- Flexible self-starter with ability to multitask while also being highly detail-oriented
- Experience in non-profit or church setting desirable with thrift store experience preferred
- An understanding of, and acceptance for, people of diverse backgrounds
- Commitment to the inclusivity of NUCC
- Self-reflective with high emotional intelligence

Compensation:

- Starting pay \$20 per hour
- Paid bi-monthly

FLSA Status: Part-Time (20+ hours weekly), Non-Exempt, Hourly

Supervisor: Director of The Bargain Box Thrift Store

Reports: Volunteers

Start Date: Immediate

Naples UCC values diversity in all its forms.

To Apply:

Assistant Manager of The Bargain Box Search

Naples United Church of Christ

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