



Hillcrest Transitional Housing Thrift Store

7824 Quivira Road
Lenexa, KS 66216
www.hillcrestkc.org
913-808-5360

Position Announcement: Assistant Manager, Thrift Store

Hillcrest Transitional Housing is currently seeking a full-time Assistant Manager at the Hillcrest Thrift Store - Lenexa location. The qualified candidate must be able to work flexible shifts Monday through Saturday, 9 am - 6:30 pm. Schedule may flex based on sales, volunteer & staff needs. The Assistant Manager performs duties of the Store Manager when the Store Manager is off-site.

The Hillcrest Thrift Stores in Lenexa, KS & Lee's Summit, MO raise funds to support the operation of the Hillcrest Transitional Housing program in Missouri and Kansas. Hillcrest provides transitional and rapid re-housing services to homeless children, youth, adults and families in Jackson, Johnson, & Wyandotte Counties, as well as the Northland and Northwest Missouri.

Assisting the Store Manager, responsibilities may include, but are not limited to:

1. Manage opening and closing of store, including floor prep, register open & closeout
2. Run cash register
3. Perform bank deposits & credit card batch processing
4. Complete daily, weekly & monthly reporting
5. Accept, sort & place donated items on the sales floor
6. Interact in a positive manner with donors
7. Training, management & recruitment of volunteers, providing a meaningful volunteer experience
8. Demonstrating solid judgement when determining acceptable donations and prices.
9. Communicating with Hillcrest Transitional Housing staff, donors, and volunteers
10. Assist with displays, marketing, and sales
11. Maintain an effective working relationship with staff, volunteers, Hillcrest clients and customers
12. Answer telephone and provide information, directions, etc., meeting the caller's needs
13. Daily cleaning and straightening of store, keeping it organized
14. Assisting homeless clients & staff of Hillcrest Transitional Housing in selecting donated goods
15. Other duties as assigned by the Store Manager

Required Skills

1. Team building a real plus.
2. Must be a good listener and be able to engage in well-considered discussions.
3. Must have good anticipatory abilities and personally act on same as need arises.
4. Must be willing to understand the big picture of Hillcrest Ministries and know that Thrift Store is only a part of the larger goal.
5. Must pass Criminal Background Check, Drug Test, and Sexual Offender Check.
6. Work is performed in a retail/warehouse environment.
7. Ability to lift 50+ pounds.
8. Ability to spend majority of the day standing or moving about Thrift Store. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
9. High school diploma or equivalent.
10. Must have a current driver's license, maintain a good driving record.
11. Minimum of six months' work experience

Salary & Benefits: This is a full-time, exempt position. Expected hourly rate is \$10-\$15 per hour. 403b matching contributions available after 12 months of continuous employment. 9 paid holidays; 10 days paid vacation awarded on 6-month anniversary; 3 paid personal days awarded at hire. Employer paid health, dental, vision & life available. Salary: \$14.00 to \$16.00 /hour.

Please submit cover letter and resume to gbrunson@hillcrestkc.org.