



## The Hui Thrift Shop at Schofield Barracks

**Job Description:** Thrift Shop Manager: a paid and bonded employee

Salary: \$1,500 - \$2,200 per month salary based on experience

Time Required: Varies per week but on average approximately 25 hours a week. Days and hours can change.

Duties and Responsibilities:

- Receive and review staff job applications and conduct interviews with thrift shop (TS) Liaison and President.
- Remain familiar with and follow the Hui Constitution, Bylaws, and TS SOP.
- Monitor store items, cull old items, and keep the stock up to date by maintaining the monthly calendar with expiration dates and dated tags.
- Ensure the cleanliness of the Thrift Shop.
- Monitor donation shed for timely transfer of usable items to TS and donation of items to other charitable organizations.
- Maintain all store operations and allocate responsibilities to personnel.
- Supervise and guide staff towards maximum performance.
- Prepare and control the store's budget aiming for minimum expenditure and maximum efficiency.
- Respond professionally to complaints from customers to maintain the Hui 'O Na Wahine's reputation and community relationships.
- Ensure the store fulfills all legal, health, and safety guidelines in accordance with USAG Hawaii and State of Hawaii.
- Plan and oversee in-store promotional events and/or displays with approval of the Hui Thrift Store Advisory Board.
- Maintain awareness of current sales trends.
- Provide training to improve the knowledge base of the staff and ensure employees are cross-trained in order to maintain operations when employees are absent.
- Hold quarterly employee meetings to communicate expectations, recognize excellence and areas of improvement, and foster a positive work environment.
- Call and schedule onboarding with volunteer applicants.
- Oversee and encourage TS volunteers.
- Approve and track staff appointment and vacation requests in accordance with the guidelines in the TS SOP.
- Ensure the TS is locked and secure at close of business each day.
- Review TS security footage as needed.
- Submit work orders, notify the Executive Board, and follow up with DPW for building upkeep and emptying the dumpster.
- Coordinate donations with partner organizations.
- Coordinate with Hui Thrift Store Advisory Board for the annual volunteer appreciation function to recognize and thank all volunteers.
- Maintain a supply list inventory and submit orders to the President when needed.
- Update the Hui Thrift Shop Facebook page with sales, hot items and lives.

- Attend monthly Thrift Store Advisory Board meeting.
- Provide reports to the Thrift Shop Advisory Board upon request.
- Perform other duties as required by the Hui Thrift Store Advisory Board or Executive Board.
- Back up all positions as needed.
- Obtain bonding through the Hui Treasurer.
- Can lift a minimum of 25lb.