

r@v!v@, Unity Christian High School's resale store is seeking a part-time **Assistant Floor Manager**. r@v!v@ is a non-profit and provides tuition reduction for the families of Allendale, Borculo, Hudsonville, Jenison, Lamont, South Olive Christian Schools and Unity Christian High School.

Assistant Floor Manager Job Description: This position requires approximately 15 hours a week, plus one Saturday a month. Candidate must have a flexible schedule to help cover additional hours in case of sickness or family events.

The primary focus of the Assistant Floor Manager is to support the Store Director, Floor Managers, and Backroom Manager in the overall operation and performance of the store, which includes helping customers, working with volunteers, and working to fill the store with quality merchandise.

The Assistant Floor Manager must have a customer service attitude, integrity, a passion for Christian education, a willingness to learn, and be highly motivated.

Assistant Floor Manager Job Duties:

- Daily tasks of opening the store, making coffee, setting up cash registers, settling cash registers and credit card transactions, answering phone calls; picking up/making store presentable, prepping clothing racks for volunteers, etc., posting up sale signs on Monday; taking down sale signs on Saturdays.
- Quality check every piece of clothing that goes on the store floor, including seasonal boxes; green dotting, tagging and pricing every piece of designer/high-end clothing item.
- Create attractive endcaps, clothing and furniture displays.
- Oversee all departments on the store floor; restock and organize as necessary. Research product pricing as necessary.
- Change store layout as particular donations arrive, utilizing store floor space to the best possible use.
- Providing excellent customer service; answering customer questions, making price adjustments, providing returns, refunds or in-store credits, and helping to load/unload furniture.
- Maintain a positive work environment for volunteers to enjoy.
- Train new volunteers (new cashiers, new clothing volunteers). Communicate directions, policies and rules clearly to the volunteers and carefully explaining expectations.
- Maintain the cleanliness of the store, delegating volunteers (floor cleanings, picking up misplaced merchandise, window washings/mirrors, cleaning bathrooms, etc.)
- Work with special needs students to fit job for their particular need; help them attain goals and work to full potential.
- Coordinate donation pickups and customer deliveries with volunteer drivers and their vehicles.
- Provide additional work hours a few times throughout the year to prepare the store for the new season and to help with special events.
- Flexible to cover other manager hours due to sickness or family events.

Assistant Floor Manager Skills and Qualifications:

- High School diploma or equivalent required.
- Must have creative problem-solving skills and be able to multi-task.
- Must have good management skills, along with patience working with people of all ages.
- Must be physically capable to handle donations, move furniture and be on one's feet for a large portion of the day.
- Must have computer skills in email communications and online product research. A knowledge of MS Office helpful.

Starting Pay: \$15 per hr.

****Applications must be dropped off in person at r@v!v@ before January 5, 2019.***