

**NEW COVENANT UNITED METHODIST CHURCH**  
**Job Description**  
**Bargains & Blessings Assistant Store Manager-Administration**

**Title:** Bargains & Blessings Assistant Store Manager-Administration

**Supervision:** Bargains & Blessings Store Manager

**Compensation:** Full-Time, Non-Exempt (Saturday hours included)

**Working Relationships:** The B&B Assistant Store Manager-Administration reports directly to the B&B Store Manager, which is under the Mission and Outreach Ministries. The Assistant Store Manager-Administration also receives direction from designated liaison person from B&B Committee who provides input for performance evaluation to the Store Manager for their consideration.

**General Job Description:** The Assistant Store Manager-Administration is responsible for assisting in the management, operation, and maintenance of the B&B Resale Shop. Must be effective and concise when communicating with volunteers, laity, supervisor, and designated liaison. Ability to diffuse conflict with all volunteers and customers. Ability to support the fostering relationships with church, community, and other agency leaders.

**Qualifications:**

- 3-5 years direct line supervisory experience
- Strong verbal, writing & organizational skills
- Proficient in Microsoft Office, Google Applications & computer skills
- Must be able lift and/or move 50 lbs
- Experience in working with a large volunteer base preferred

**Primary Duties and Responsibilities:**

- Commitment to and readiness to share in fulfilling the vision and mission of NCUMC
- Willingness to uphold and support NCUMC's values of: Spiritual Growth, Hospitality, Generosity, Community, Invitational, Service and Caring
- Ability to maintain confidentiality
- Consistently interact with congregants and public with warmth and hospitality
- Ability to work with a servant attitude in a cooperative team spirit

Management/Leadership

- Assist in the effective leadership and management of volunteers & store operations
- Responsible for overseeing and/or recruiting volunteers for the retail store, annex, and intake
- Responsible for overseeing & maintaining technology including internet, Wi-Fi, POS, security, computer, and telephone operations
- Maintain roster (Arena System) of volunteers, develop monthly schedules, manage changes, and keep volunteers informed
- Responsible for purchasing, documenting & control of supplies & equipment
- Oversee eBay process and Facebook for NCUMC
- Hold or attend meetings with volunteers for input, concerns, or issues
- Maintain and update volunteer procedure manual
- Assist in the proper accounting and reconciliation of daily cash receipts, financial controls, safeguarding cash and point of sale system
- Assist with moving and rearranging furnishings in store & Intake areas

- Responsible for a pleasant work environment, quality customer service & customer relations
- Be familiar and adhere with all operating policies and procedures
- Assure safety procedures are appropriate and monitored
- Assist in assuring all facilities are secured and armed daily
- Assist in daily devotions prior to opening the Resale Shop as requested
- Attend Staff meetings and keep volunteers informed of policies and procedures
- Direct requests from persons in need to Family Interface
- Assure store telephone is promptly answered and security cameras are operating & maintained
- Address conflict and resolution in a concise, professional, and courteous manner
- Help cover duties of Assistant Store Manager if deemed necessary
- Immediately report all injury, or casualty events according to procedures
- Other duties as assigned

Revised March 22, 2024

