

POSITION AVAILABLE

Outreach Community Ministries, Inc. is a Christian, community service organization. We are seeking to attract and hire a diverse staff of highly competent professional employees who are committed to our Christian mission.

Position Title: Resale Store Operations Manager (New Position)

Division: Jubilee Furniture Company

The Jubilee Furniture Company is a large used furniture resale outlet that generates income after expenses to support the ministries of OCM, Inc.

Job Responsibilities: The Resale Store Operations Manager will be responsible for all aspects of the store's operations in preparation for and during the time it is open for sales to the public. Duties include:

- (1) Onsite Operations Manager of store staff, volunteers and interns; Cashier Station; Cash Handling; Customer Service; Product and Pricing.
- (2) Volunteer Recruitment & Training: Works with OCM's Volunteer Coordinator and current Shift Leaders to develop volunteer teams and recruit volunteers with special skills needed at the store; Oversees training of all volunteers.
- (3) Manager of Intern Training Program: Coordinates with OCM's new Young Adult Job Training Center Coordinator.
- (4) Supervision of the Warehouse Manager; Supervision of the Warehouse team in the Warehouse Manager's Absence.
- (6) Store Setup and Pricing: Leadership on Wednesdays with volunteers for store set-up and pricing.
- (7) Store Operations Manual: Responsible to maintain Store Operations Manual consisting of the operational procedures and sales policies.

Requirements: 3-5 years retail store management experience; Successful experience managing young adults on the job; Retail marketing, furniture repair and/ or volunteer management a plus. Ability to move mid-sized furniture independently and work actively on your feet for most of the day. A commitment to OCM's Statement of Mission and Faith is required.

Status: Full time, salaried position at 45+ hours per week. Schedule includes daytime hours on Monday to Friday or Tuesday to Saturday, as well as evening hours on most Thursdays and Fridays during regular store hours. Position reports jointly to the General Manager and Director of Operations.

Compensation: Starting annual salary for this position falls between \$35,000 and \$40,000.

To Apply, Send Resume to: Heather Hernandez, Outreach Community Ministries
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