



St. Vincent de Paul Catholic Church

Employment Opportunities

Resale Store Assistant Manager

St. Vincent de Paul Catholic Church is actively seeking a 12-15 hours a week Resale Store Assistant Manager who assists, supervises, monitors and evaluates the daily operations of the St. Vincent de Paul Resale Store. Provides support to the Resale Store Manager by establishing and maintaining guest services, and is accountable for the operation of a store ensuring maximum sales and profitability through merchandise, inventory, expense control, overseeing volunteers and managing operating costs and shrinkage.

Essential Duties & Responsibilities

- Actively promote the vision and mission of the St. Vincent de Paul Resale Store.
- Welcome and attend to customers and volunteers.
- Assists store manager with store operations.
- Control shrink, expenses, and payroll.
- Improve in-store aesthetics, flow and organization.
- Ensure store is well stocked while maintaining a clean, attractive and safe environment.
- Ensure accurate pricing.
- Maintain inventory system for sales floor.
- Train volunteers in cashiering, inventory and customer service skills.
- Manage cashiers/volunteers to achieve maximum efficiency.
- Conduct opening and closing store operations.
- Prepares daily reconciliations and secure money in tamper proof bags.
- Produce daily and monthly reports.
- All other duties as assigned.
- Adheres to Diocesan policies and procedures, including Fingerprinting and SET.

Education & Experience

- High School diploma or equivalent.
- Associate degree highly preferable or equivalent retail/resale and management experience.
- Experience in retail management (2+ years) and supervision of staff (1+ years) required.
- Experience overseeing volunteers a plus.
- Reliable and trustworthy; sound decision-making skills.
- Strong verbal, writing & organizational skills.
- Proficiency in Windows, point of sale software, and Microsoft Office.
- Knowledge of budget management, bookkeeping, and projections. Must successfully pass Diocesan Safe Environment Training and Background Screening.
- Must possess a valid Florida Driver's License.
- Requires an appreciation and respect for the Catholic Church and its teachings.
- Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church.
- Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

This position requires moving stock, stocking shelves, organizing donations and keeping the store in customer-ready condition.

This position also requires the ability to:

- Process information and merchandise through register and inventory system.
- Communicate with associates and guests.
- Read, count and write to accurately complete all documentation.
- Freely access all areas of the store including selling floor, stock area, and register area.
- Operate and use all equipment necessary to run the store.
- Climb ladders.
- Move or handle merchandise throughout the store generally weighing 0-50 pounds.
- Work varied hours/days to oversee store operations.