

The Abundance Shop

Job Title: Manager

Hours: up to 29/week

Job description:

The Abundance Shop is looking for its next Manager!

We are looking for someone who is motivated to make a difference in the Los Osos community through their connection with donors, customers, and the volunteer team who serve at The Shop.

Finding joy in connecting with people is an important attribute for The Shop's Manager, as is the ability to think creatively. The Shop's Manager will have basic computer skills and be confident in their ability to interact with new apps and software as needed.

The Abundance Shop is a ministry of St. Benedict's Episcopal Church in Los Osos, a core aspect of the church's outreach into the community, and an important part of the church's financial stability.

This role would suit someone who enjoys variety in their work, and thrives multi-tasking.

Key responsibilities include:

1. Fair pricing and receiving of merchandise:
Be proficient in the current method for pricing merchandise and be willing to innovate.
Oversee the receipt of donations, be willing to stand-in for volunteers if necessary.
2. Managing inventory:
Work with volunteer team to decide which donations will be kept for sale and which will be discarded.
Work with volunteer team to decide how donations are sorted, eg. tools and other electric devices to be tested; merchandise to be displayed for sale or to be moved to storage.
Work with volunteer team to decide which donations will move into the shop, and what will remain in storage until there's space for it to be displayed.
Work alongside volunteer team to display merchandise in the shop.
3. Money Handling:
Be willing to be trained to operate Square, the software platform used for taking payment at The Shop.
Train and supervise volunteers, as necessary, to be cashiers.
At the close of each day's business, count the cash received, complete a deposit slip and take to the bank. Be willing and prepared to collaborate with the book-keeper at St. Benedict's, who will have oversight of The Shop's revenues and expenses.

4. Reporting:
 - Attend regular meetings with the appointed representative from St. Benedict's.
 - Meet monthly with the Priest at St. Benedict's for a check-in.
 - Submit an annual written report for St. Benedict's Annual General Meeting.

5. Policies & procedures:
 - Follow all established policies and procedures for The Shop, including the necessary training of volunteers, the scheduling of volunteers, the handling of merchandise, the handling of money, opening and closing The Shop.
 - Amend existing policies and procedures and innovate new ones to ensure they remain relevant.

6. Buildings & Landscaping:
 - Be responsible for ensuring attention is given to maintaining the building, landscape, and yard at The Shop, recruiting volunteers or additional help from St. Benedict's as needed to ensure all is well and safely maintained.
 - Ensure waste is regularly collected, and electronic waste is disposed of appropriately.
 - Regularly communicate with the office at St. Benedict's to ensure the parish is aware of any needed repairs or maintenance issues.
 - Coordinate the repair of damage, or the completion of other necessary maintenance projects.
 - Ensure the safety and security of The Shop's volunteers, buildings, merchandise, and revenue by following of The Shop's policies and procedures (reviewing and updating as necessary).

7. Staffing:
 - Schedule and train staff (per Policies & Procedures).
 - Schedule and train volunteers; as new volunteers join the team, ensure all necessary paperwork is completed and references are checked (per Policies & Procedures)
 - Ensure there are a minimum of two staff/volunteers scheduled to be in The Shop at any given time.
 - Track volunteer hours.
 - Schedule occasional volunteer team meetings to review policies and procedures and receive feedback.
 - Arrange for volunteer gratitude gifts and annual luncheon

8. Misc:
 - Maintain office supplies.