



Kathleen Waters
Executive Director

3701 North Shore Dr.
Belfair, VA 98528
(360) 275-9115
kwaters@paway.com

Action West Sound Thrift Store Manager Job Description

FIAWS is a non-profit, interfaith organization whose mission is to; “Support Independent Living for Our Senior and Disabled Neighbors.”

Job Summary: Reporting to FIA Executive Director, the Store Manager manages the overall daily operations of the FIA Thrift Store.

Duties and Responsibilities: Responsible to maximize production, sales and profits for the Faith In Action Thrift Store.

- Supervise all store activities in an orderly and professional manner, to ensure maximum customer satisfaction as well as protect Faith In Actions assets.
- Supervise production functions such as: receiving donated goods, issue receipts, sort and select merchandise, package items for sale or re-donation, price mark items and perform other production functions.
- Sell goods to customers, display merchandise on sales floor effectively, providing excellent customer service while maintaining a polite manner.
- Supervise the handling of cash register functions and transactions including sales and over rings, voids, correct pricing, inventory management and receipts to customers. Responsible for register and cash fund including deposits and store change and accounting for overages and shortages. Ensure correct debit and check acceptance policy and procedures are adhered to.

- Perform all necessary personnel functions as determined by Faith In Action including record keeping, scheduling, payroll management, monthly budget, disciplinary functions, evaluations and training.
- Responsible to perform and supervise housekeeping duties. These duties include, but are not limited to, cleaning and organizing the sales floor and production areas by sweeping, mopping, washing and dusting as needed. Attend to all safety conditions to keep customers, employees and volunteers safe.
- While maintaining a high level of confidentiality communicate all Faith In Action Policies to personnel, follow, enforce and train on all safety procedures and work conditions at all times.

Job Requirements: High school diploma or the equivalent. 2+ years related experience job experience with references. . Ability to work in an ever changing environment while still exhibiting strong managerial, interpersonal and organization. Professional customer service skills are essential, along with demonstrated initiative and a willingness to learn new skills and procedures. Must be able to lift up to 50 lbs.

Interested Persons should bring a Resume with References to Beth Gizzi at the Faith In Action Office located at:

Faith In Action
111 NE Old Belfair Hwy
Belfair, WA 98528