

Edmonds Senior Center  
*Thrift Store*



**Department:** Thrift Store

**Status:** Non-Exempt. 32 hours per week, including Sundays.

**Location:** 22820 100<sup>th</sup> Ave. W., Unit 12 Edmonds, WA. 98020

**Hourly Pay Rate:** \$26.00. Employer-paid medical, dental, and vision insurance. Life/disability insurance. Employee Assistance Program. Free parking. Paid holidays and vacation.

**TITLE:** Assistant Thrift Store Manager

**SUPERVISOR:** Thrift Store Manager

**JOB DESCRIPTION:**

Responsible for assisting the lead operations of the Thrift Store and assisting the Thrift Store Manager with daily operations. This position co-leads with building a customer service culture and sharing the Thrift Store business practices and procedures.

**RESPONSIBILITIES:**

- Recruit and train volunteers to walk the floor, understand donation procedures, and assist with assigning volunteers to specific departments.
- Work collaboratively with department staff, volunteers, vendors, and customers to provide an excellent customer service culture.
- Train volunteers to run the cash register and provide an understanding of policies concerning sales, coupons, promotional calendar, etc.
- Co-lead training that engages, inspires, and promotes professionalism and inclusion for all team members.
- Be available to open/close the thrift store.
- Conduct annual review of pricing structure.
- Curate store window and showcase products with an eye to special occasions, events, holidays, and season.
- Maintain and enhance ESC Thrift Store pricing, donation guidelines and floor presentation.
- Support the intergenerational programs with Edmonds-Woodway High School and Edmonds Community College.
- Keep products moving by evaluating items for clearance racks.
- Be familiar with the banking procedures and business guidelines of the ESC Thrift Store.
- Enthusiastically support the mission and core values of the Edmonds Senior Center and the Edmonds Waterfront Center.

- Demonstrates leadership and guidance from the floor.
- Other duties as assigned.
- Hours will be based on store needs.

**ASSISTANT MANAGER QUALIFICATIONS AND SKILLS:**

- Retail/Thrift Store experience.
- Ability to effectively train and motivate volunteers.
- Willingness to show professionalism, leadership and guidance from the floor.
- Excellent organizational, problem solving, and communications skills.
- Associate degree, bachelor's degree in Apparel Design, Merchandising, or Business preferred. A combination of education and experience is also welcomed.

**OUR MISSION**

To connect and strengthen our community through program services and activities that engage, inspire and support people of all ages.

**OUR CORE VALUES**

- Lifelong Learning
- Health & Wellness
- Diversity & Inclusion
- A Culture of Respect
- Involvement of Volunteers
- Commitment to Innovation

**The Edmonds Waterfront Center advocates for equity and inclusion in hiring.**

Send resume, cover letter, and apply to BJ Whitman at: [thriftstore@edmondswaterfrontcenter.org](mailto:thriftstore@edmondswaterfrontcenter.org)

**This position is open until filled.**