



Mennonite Central Committee Thrift Shop Inc. Position

Assignment Title: Shop Manager

Full Time Equivalent: 1.0 FTE

Date Required: Available now

Starting Annual Salary:  
\$32,000-\$37,000

With Bonus Opportunities

**Overview:**

The shop manager is responsible for the daily operations of MCC Thrift Store Rancho Cucamonga. This person is responsible to the board of directors and relates to the broader MCC Thrift shop Network.

**Mission:**

MCC Thrift Store Rancho Cucamonga is a friendly caring, Christian presence in the community. Volunteers donate thousands of hours to bring healing, hope and encouragement by supporting the worldwide relief and development programs of the Mennonite Central Committee.

**Qualifications:**

- Marketing/merchandising ability
- Aptitude for business development
- Retail management experience - essential
- Ability to recruit and coordinate volunteers required
- Excellent communication and relation building skills needed
- Computer skills - proficiency in Microsoft Office, QuickBooks, and email necessary
- Willingness to work as a team with board, assistant managers and volunteers
- Experience in thrift shop operations preferred
- Understanding of and agreement with the mission of Mennonite Central Committee
- Physically able to be on feet throughout shift and lift a minimum of 50 lbs.
- Background check and Bonding required

**Duties:**

**Retail Operations and Management**

- Manage the daily operations of the shop, including opening and closing, make bank deposits and assist volunteers with customer service requests.
- Expand knowledge in thrift shop best practices; implement new ideas of efficiency and safety.
- Increase the amount of customers and profits of the shop by maintaining and improving the appearance and selection of the retail floor through donation rotation and creative merchandising.
- Order store supplies from online vendors

**Planning**

- Report shop activities and future plans to the board at board meetings. Regularly communicate with the board chair.
- Monitor sales and expenses as related to the annual budget set by the board and/or finance committee.
- In tandem with the board, create strategic plans and implement ideas and vision for the shop.
- Establish and maintain store policies.
- Hold regular monthly meetings with assistant managers and key department leaders.

**Promotion**

- Promote the mission of the shop and MCC to various constituencies and the community both in the shop and outside the shop.
- Create a schedule of special promotions and sales and advertise them in house and through the local media.

**Volunteer Coordination**

- Coordinate the work of volunteers by maintaining the volunteer schedule for each area of the shop and an overall list of volunteers with contact information.
- Recruit, interview, orientate and train volunteers as necessary.
- Support the work of volunteers by expressing appreciation both formally through volunteer appreciation events and informally on a day to day basis.

