



JOB DESCRIPTION:

Store Manager

Organization Summary

Hope Chest for Breast Cancer Foundation provides the quickest access to help with the most urgent emergency needs of local breast cancer patients. Our priorities are keeping families intact in their current living situation...in their home, with that home warm and the lights on; helping them get to treatment by paying for childcare and transportation; helping them heal by providing access to nutritious meals for them and their families.

One major source of funding for the Foundation is high-end resale shops that sell donated, gently used furniture, home accessories, and women's clothing in two Twin Cities locations.

Position Summary

This position reports to the Director of Stores and hires, trains, and supervises Sales and Delivery Associates. The Store Manager manages the sales, operations, and personnel functions of the store to ensure maximum profitability, a positive customer experience and to share the mission of the Hope Chest. In full compliance with company policies and procedures and in constant communication with the Director of Stores, the Store Manager ensures that the store meets all company standards in the areas of:

- Sales Goal Achievement
- Customer and Donor Satisfaction
- Store Operations
- Cash/Inventory Management
- Visual Presentation/Merchandise Handling/Store Maintenance
- Team/Professional Characteristics
- Human Resource Management and Development
- Training

Minimum Qualifications

- High School diploma or equivalent is desired.
- A minimum of two (2) years of management required in a retail sales setting.
- Must have knowledge of administrative aspects of store operations, a proven sales track record (sales leadership), and can demonstrate excellent customer service skills.

Physical Requirements

Effective communications with customers or donors on the phone and in person, standing and maneuvering around sales floor and stockroom, operate register, lift and carry 40 pounds, hang merchandise, climb ladder, reaching, and pushing or pulling.

Attendance Requirements

Regular attendance is essential to this position in order to ensure leadership coverage on the sales floor. Store Managers must be present and punctual for all assigned shifts. In addition to being available for emergency situations, all Store Managers work a 40-hour flexible work schedule, including weekends.

If this position excites you, please send cover letter and resume to stores@hopechest.com