



110 N. POPLAR STREET • P.O. BOX 352 • WILMINGTON, DELAWARE 19899 • (302) 656-8542 • 653-8314 • FAX 777-5502

## Thrift Store Manager (F-T)

### **Job Description:**

- Will oversee all departments of the Sunday Breakfast Mission's Urban Vintage Thrift Store.
- Reports directly to the Support Services Director.

### **Qualifications:**

- Born-again believer in Christ, in example
- Pass Background check.
- High School, GED
- Valid Driver's License
- DOT medical card
- Retail or Thrift experience
- Basic computer skills: Outlook, Word, Excel.

### **Responsibilities:**

- Oversee all thrift store operation including building and ground maintenance.
- Schedule personnel for adequate shift coverage.
- Develop marketing and special deals.
- Attend GRMF conferences and visit other thrift operations.
- Open and closeout register daily.
- Provide feedback to counselors regarding resident behavior.
- Track all employee and resident hours.
- Provide monthly reports to Director.
- Work with staff, residents, and volunteers to provide daily functions.
- Develop and track work progress of employees and residents.
- Determine through examination if thrift store functions are working properly and take appropriate action to correct.
- Drive mission vehicles for donation pickups.
- Be prepared to communicate the Gospel of Salvation on a personal basis.
- Keep HVAC, life safety and electrical systems functional and inspected.
- Perform other duties that the immediate Manager or President deems appropriate.
- Commit to working Thanksgiving Day (Great Thanksgiving Banquet) and the Back-to-School Rally (2<sup>nd</sup> Saturday in Aug.).

Apply by sending resume and personal testimony to:

[kdorsey@sundaybreakfastmission.org](mailto:kdorsey@sundaybreakfastmission.org)

or

Kathleen Dorsey  
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