Job Title: Gift Shop Manager
Department: Administration
Job Grade: S-5
Category: Non-Exempt - Part Time 20 ï 23 Hours Per Week
Reports to: Business Manager

Position Overview:
The Gift Shop Manager will provide oversight for all operations of our Religious Goods Gift Shop. The Gift Shop Manager leads all operations at the store and is responsible for making sure the store functions smoothly while optimizing profits. The Gift Shop Manager will direct restocking efforts, the floor merchandising plan, as well as direct volunteer workers, scheduling and training. In this position, the Gift Shop Manager must be able to garner respect and motivate volunteer personnel to perform at their maximum capacity, keeping the store in good working order. The ideal candidate will have a working knowledge of sales, staff training, merchandising, ordering, and marketing as well as strong people-skills.

Essential Job Functions:
- Recruit new volunteers
- Train, manage, and regularly evaluate volunteer’s performance
- Manage all store operations and delegate responsibilities
- Supervise volunteers, providing coaching and mentorship to optimize productivity and increase sales
- Set and monitor store’s budget, making every effort to maximize efficiency and profits
- Manage appropriate levels of stock and purchases while staying on budget
- Address customer complaints/feedback in a professional manner
- Plan and execute specials and promos, including year-end clearance sales
- Maintain current knowledge of market/trends
- Analyze and predict sales, and sale trends to make informed decisions
- Uphold compliance with all legal, health, and safety guidelines
- Conduct discipline, coaching, and, when necessary, dismissal of volunteers
- Protect against loss by monitoring security, training staff volunteers

Non-Essential Job Functions:
- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attend parish functions when possible.

Requirements:
- Excellent organizational skills required.
- Must have a welcoming Spirit/Attitude. Must be outgoing and enthusiastic, someone who easily relates to people, and also attracts and inspires people to volunteer and participate in Parish life.
- Must be well versed and confident in promoting our Faith.
- Ability to maintain confidentiality.
- Strong computer skills, Word, Excel, MS Publisher or equivalent.
- Experience with or the ability to learn all components of the parish software.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Please submit resume and letter of interest to:
Jeff Van der Sluis
jeff@holyspiritfremont.org

Deadline to apply: January 31, 2019