



CRATER  
COMMUNITY  
HOSPICE

*Celebrating Life Every Day*

## **THRIFT SHOP ASSISTANT MANAGER**

### **JOB QUALIFICATIONS:**

- High School diploma/equivalent required.
- Experience in retail sales/customer service preferred.
- Possesses interpersonal skills that promote effective teamwork and communication.
- Computer literacy preferred; willingness to learn required.
- Must be able to pass a Virginia State Police Criminal Background Check and Drug Screen
- Strong commitment to Crater Community Hospice service area.
- Must be prompt and reliable at all times.
- Must be able to perform physically in aspects of lifting and stocking merchandise.
- Must have visual acuity sufficient to operate computer and other office equipment.
- Must have hearing acuity sufficient to hear verbal instructions and communication from others and to answer the phone.
- Must be able to concentrate on moderate details with frequent interruptions, attend to specific functions for 10-25 minutes, remember multiple tasks and assignments over a period of up to 8-hours and understand and relate specific ideas and concepts.
- Must be able to deal effectively with stress, multiple tasks, noise and interruptions and to work cooperatively with CCH staff, while maintaining a pleasant and professional demeanor.

### **JOB DUTIES**

- Assists in maintaining accurate receipts of all daily sales, donations and petty cash.
- Completes daily deposits accurately and timely.
- Assists in orienting new volunteers to thrift shop, office procedures and safety precautions.
- Seeks opportunities for professional growth, including demonstrating the ability to receive constructive performance feedback.
- Seeks assistance of the Thrift Store Manager or other resource persons in responding to opportunities for improvement.
- Acts independently and responsibly to perform job duties on a consistent basis.
- Performs other tasks as assigned by Manager and/or CEO

*All Crater Community Hospice employees are responsible for extending the mission and values of the organization by understanding each customer, treating each patient, staff member, and community member in a dignified manner with respect, kindness, and understanding and subscribing to the organization's commitment to quality and service.*