

## EMPLOYMENT OPPORTUNITY

The Salvation Army  
Campbell River

### EXTERNAL POSTING

**POSITION:** Thrift Store Assistant Supervisor (Full-Time)  
Front end Assistant 32 hours- 4 days per week

**FACILITY:** The Salvation Army Family Thrift Store and New  
Beginnings Campbell River BC



Giving Hope Today

### RESPONSIBILITIES:

#### (1) MAIN JOB DUTIES

Assists the Store Manager with directing all operations of the store to meet sales targets and control expenses while maintaining customer service standards. Monitors loss prevention program in compliance with the budget. Oversees and/or participates in facility management. Participates in planning the store layout to attract customers and ensures attractiveness of store through "Tidy Maintenance." Assists in training of new staff and Volunteers. May oversee cashiers. May work at New Beginnings as part of coverage. May assist clerks in daily duties.

#### (2) ADMINISTRATION

Takes responsibility for the accurate completions of all customer transactions. May ensure nightly sales are deposited into the appropriate financial institution. May lock up sales cash and receipts at the end of each shift. May assist Store Manager in producing staff work schedule, and sending payroll hours to ER department. Monitors performance, Health & Safety, and employee/labor relations and provides feedback to Store Manager. Supervises other employees and volunteers.

#### (3) HEALTH & SAFETY

Complies with all safety procedures. Takes responsibility for staff safety by ensuring overall compliance with all safety procedures and by monitoring Health & Safety policies and procedures.

Complies with in/outdoor tidy maintenance guidelines

#### (4) COMMUNICATION

Ensure that good relations are maintained with suppliers, donors, other community agencies, and with other Salvation Army programs and services. Treats all employees and customers with respect and dignity at all times. Assists Manager in communicating changes to other employees.

### QUALIFICATIONS:

A helpful, courteous, cheerful attitude is essential. The position involves relating with the public and some heavy lifting. Excellent Customer Service skills, cashier skills and organizational skills. First AID required. (can be qualified in trial period) Retail experience a must.

**TERMS:** Full-Time 32hrs/week (Monday, Tuesday – Friday Saturday- 8 hrs per day)

**Salary:** as per Collective Agreement grade 2

**Interested applicants must respond in writing by: February 28, 2019**

Please send resume by email to:

Patricia Roed

[patriciaroed@oceancrestchurch.org](mailto:patriciaroed@oceancrestchurch.org)

**We thank all applicants, however, only those candidates to be interviewed will be contacted.**

**PLEASE NO PHONE CALLS**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.