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**Job Title:** Thrift Store Manager

**Location:** Katie's Kloset, Clanton, AL

**Job Type:** Full-Time

**About Us:**

Katie's Kloset is the thrift store ministry of Raleigh's Place. We are a vibrant and community-driven thrift store committed to providing affordable and quality items to our customers, while also providing goods to foster children and families at no cost. We believe in the power of thrift shopping to reduce waste, support sustainability, and give back to the community. We are seeking a dedicated and organized Thrift Store Manager to lead our team and ensure the smooth operation of our store.

**Job Description:**

As the Thrift Store Manager, you will be responsible for the overall management and success of our thrift store. You will oversee daily operations, staff management, customer service, inventory control, and contribute to the store's growth and profitability.

**Key Responsibilities:**

- **Store Operations:**
  - Ensure the store is clean, organized, and well-maintained at all times.
  - Oversee the day-to-day operations, including opening and closing procedures.
  - Monitor and maintain store security, safety, and loss prevention measures.
- **Inventory Management:**
  - Manage donations, sorting, pricing, and stocking of merchandise.
  - Implement effective inventory control measures to optimize stock levels and turnover.
  - Monitor trends and adjust inventory accordingly to meet customer demand.
- **Customer Service:**
  - Provide excellent customer service and foster a welcoming and inclusive shopping environment.
  - Address customer inquiries, concerns, and requests in a professional and friendly manner.
  - Implement customer feedback to improve the shopping experience.
- **Staff Management:**
  - Recruit, train, and supervise store staff and volunteers.

- Delegate tasks and responsibilities effectively to ensure smooth daily operations.
- Conduct performance evaluations and provide constructive feedback.
- **Financial Management:**
  - Monitor sales and financial performance, making adjustments as needed.
  - Handle cash register operations, banking, and financial reporting.
- **Community Engagement:**
  - Collaborate with local organizations, donors, and volunteers to support the store's mission.
  - Organize and promote store events and sales to engage the community.
  - Develop and maintain positive relationships with customers and donors.

**Qualifications:**

- Previous retail management experience, preferably in a thrift store or similar retail environment.
- Strong organizational and leadership skills.
- Excellent customer service and communication skills.
- Ability to multitask and work in a fast-paced environment.
- Basic knowledge of inventory management and point-of-sale systems.
- Passion for sustainability, community engagement, and thrift shopping.

**Benefits:**

- Competitive salary and potential for performance-based bonuses.
- Health and retirement benefits (if applicable).
- Opportunity to make a positive impact on the environment and the community.
- A dynamic and supportive work environment.

**Application Process:**

To apply for the position of Thrift Store Manager at Katie's Kloset, please submit your resume, a cover letter outlining your relevant experience, and contact information for three professional references.

**Application Deadline:** October 30, 2023

Please send your application materials to [mike@raleighsplace.org](mailto:mike@raleighsplace.org).

Katie's Kloset is an equal opportunity employer and welcomes candidates from diverse backgrounds to apply.

Join us in leading a sustainable and community-focused thrift store that provides affordable and quality items to our customers while making a positive impact on our community and the environment. Your management skills can help us achieve our mission.