

The Lutheran High School Association of Greater Milwaukee is looking for a Store Manager to oversee 3 in 1 Thrift Store!

The 3 in 1 Thrift Store mission is to serve individuals in the community by providing an excellent experience in volunteering, donating, shopping and interacting with others while financially supporting the continued success of Christian education at our three high schools – Milwaukee Lutheran, Martin Luther and Lake Country Lutheran.

This is a full-time position with comprehensive benefits including health and paid time off. The store hours are Tuesday through Friday 10:00AM to 6 PM and Saturday from 9AM to 5PM.

### **Responsibilities**

The Store Manager will be responsible for establishing and maintaining guest services, and for the overall successful operations of the store through merchandising, inventory, expense control, community involvement, and volunteer management.

- Ensure that each guest receives outstanding service by providing a friendly and inviting environment.
- Ensure appropriate merchandise stock levels, merchandise adjacencies and presentations; signing, and assortment in all departments; ensure selling floor is adequately stocked.
- Analyze and measure business trends; develop and implement plans to maximize sales and meet or exceed goals and objectives.
- Provide supervision to Assistant Store Manager and all store volunteers, including scheduling, training, and directing activities.
- Control shrink, expenses and daily deposits.
- Comparison shop and report results; share information and make appropriate price adjustments.
- Review department/store trends and recommend and initiate changes for maximizing goals and objectives.
- Ensure compliance with all policies and procedures through regular store management and meetings, store walk-through and audits, etc.
- Continually evaluate and react to performance issues and actively recruit volunteer candidates.

### **Desired Skills and Experience**

- High school diploma or GED
- 3-5 years of experience in retail store
- At least 2 years in supervisory or lead role
- Experience working or volunteering in a thrift store desired
- Customer service focused with the ability to multitask
- Understanding of financial management, profit margin, and pricing of a retail store
- Highly ethical in nature with the ability to maintain integrity and confidentiality
- Leadership proficiency with the ability to provide clear and concise verbal and written communication