



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Assistant Store Manager (Hikes Lane Location)**
FLSA Status: **Full-time, Exempt**

Reports to: **Store Manager**
EEO Code: **4**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Assistant Store Manager** contribute to the Agency's mission by performing the regular duties and responsibilities relevant to Thrift Store operation: opening and closing the store, setting up the cash register, bank deposits, and sorting, grading, pricing, and sale of donated merchandise. **This position is located at our new location (Hikes Lane – 2217 Hikes Lane).**

Essential Duties and Responsibilities:

- Support the Store Manager by helping with scheduling, training, administrative tasks, bank deposits and mitigating customer complaints.
- Assists customers and guests in a courteous manner
- Sort and process merchandise, restock racks and displays as directed
- Assist in maintaining security of the facility, merchandise and cash receipts
- Performs daily duties as directed to maintain the store in a clean and orderly fashion
- Performs other duties as assigned by appropriate channel of supervision

Specific Knowledge, Skills, Abilities:

- Ability to communicate with and assist customers, donors and volunteers
- Ability to motivate and inspire staff
- Great people skills
- Ability to operate a cash register
- Ability to stand and walk/remain on feet for long periods of time is essential to the job
- Ability to lift up to 25 pounds
- Knowledge/interest in electronics is a plus
- Commitment to the mission and goals of St Vincent de Paul

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma/GED
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Valid Driver's License
- Successfully pass required pre-employment background and drug screening

Reporting to this position: 2 – 3 staff members

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP’s Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Apply online: www.svdplou.org

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.