



**Our Mission:**

**By the grace of God, Huron Christian School:**

- provides an exceptional Christ-centred education
- teaches that God and His Word shine in all areas of learning
- values all children as God’s image bearers who have a place in His plan
- equips all students to be good stewards of God’s creation and serve their community.

**POSITION TITLE: CO-MANAGER**

**REPORTS TO:** of Rack & Room Committee

The manager coordinates all activities within the of Rack & Room store during business hours. They must adhere to all policies set forth by the school and/or the store. Using solid leadership abilities, business sense and premium customer service skills, the Co-Manager draws on the talents and strengths of the volunteer team to profitably operate of Rack and Room.

**RESPONSIBILITIES:** (may include, but not limited to, the following)

**Manage Store Operations:**

- ensure store is prepared for opening each day (consistent and punctual opening at 10am)
- determine/oversee/monitor sales on specific merchandise
- organize volunteers and store to accommodate seasonal transitions
- ensure sorting area remains a manageable /safe workspace
- move/price merchandise out to floor as needed and as time permits
- arrange furniture pick-ups – communicate with volunteer driver
- price items as time permits (save interesting/antique items for potential display purposes)
- deal with volunteers, customers, sales calls etc.
- maintain excellent customer service

**Administrative:**

- ensure schedule is filled and communicate with volunteer scheduler as needed
- fill in when work week is not complete
- organize volunteers for special work as needed
- maintains store operations binder
- prepare and change store signs as needed
- prepare quarterly reports and attend R&R meetings as required

**Human Resources:**

- recognize specific volunteer needs and work to fill needs
- make suggestions for suitable volunteers as needed
- assign and train volunteers to perform specific tasks
- delegate duties

<b>Board Approved:</b>	<b>Chairperson Signature:</b>
	<b>Document Review:</b>

- mediate between volunteers

### **Financial:**

- ensure float is accurate and in place, daily
- manage sales information in cash register (ie: zd reports)
- ensure financial reconciliation is completed daily at end of shift (2 signatures required)
- daily bank deposits
- ensure all money is secured at day's end
- maintain balanced reports

### **Miscellaneous Duties:**

- ensure stock of store supplies is maintained
- evaluate/research store pricing as needed
- ensure R&R remains a safe and healthy work environment for customers as well as for volunteers
- meet with/communicates regularly with R&R committee
- attend BIA meetings (1-2 meetings/year, only one manager to attend/meeting) and report on them
- WHMIS
- be aware of community events and report to committee when R&R participation is requested/should be considered
- be involved in community events when it makes sense to do so (ie: sidewalk sales/tiny tot parade/Pluckinfest/etc.)

### **Remuneration:**

- to be determined by the Board
- Hours : 40 paid hours/shared between 2 co-managers.
  - Monday (9:00 – 1:00) = 4 hours
  - Tuesday – Friday (9:30 – 5:00) = 30 hours
  - Saturday (9:30 – 3:30) = 6 hours