

HOSPICE OF CITRUS COUNTY, INC.
POSITION POSTING
April 23, 2010
2010-050

Hospice of Citrus County is currently seeking to fill a vacancy for a
Thrift Shoppe Coordinator
Homosassa Thrift & Gift Shoppe
Full Time

POSITION SUMMARY: Based at the Homosassa Thrift & Gift Shoppe, this position is responsible for coordinating activities at the Thrift Shoppe while being engaged in selling a variety of general merchandise by performing the following duties personally or through Hospice trained volunteers.

1. Assist Thrift Shoppe Manager with orientating and retaining volunteers for the Thrift Shoppes
2. Enforce pricing policies on merchandise according to Thrift Shoppe Manager's requirements
3. Assists with preparation of sales promotion activities
4. Coordinates volunteers engaged in sales work, taking of inventories, reconciling cash with sales receipts, keeping operating records and preparing daily records of transactions for Accounting Department.
5. Coordinate pick-up and delivery service.
6. Order supplies and prepares requisition to replenish supplies on hand
7. Ensures compliance of volunteers with established security, sales and record keeping procedures and practices.
8. Documents and informs Thrift Shoppe Manager of customer complaints immediately.
9. Locks and secures Shoppe
10. Attends required meetings as set forth by the Thrift Shoppe Manager
11. Adheres to schedule as prepared by Manager which may include weekend work
12. Maintains a friendly and courteous demeanor at all times
13. Prepare and submit weekly sales reports to Thrift Shoppe Manager

Minimum Knowledge, Skills and Abilities:

1. High school diploma or equivalent
2. Minimum of 3 years retail/display experience and/or training
3. Valid driver's license and auto insurance necessary
4. Reliable transportation necessary
5. Must be able to lift 50 pounds

SPECIAL DEMANDS/PHYSICAL REQUIREMENTS:

The position may require frequent lifting and carrying of objects. Normally such lifting will involve, but may not be limited to donated items, boxes and furniture.

This organization conducts pre-employment drug testing and employees may be asked to take a test to determine the presence of drugs, narcotics or alcohol if there is reasonable suspicion that the employee is using or has used drugs in violation of Hospice policy.

Qualified candidates may obtain an application at any Hospice of Citrus County / Hospice of the Nature Coast locations or online at www.hospiceofcitruscounty.org or www.hospiceofthenaturecoast.org.