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### **FST thriFSTore Coordinator Position Description**

<b>Position:</b>	thriFSTore Coordinator	<b>Status:</b>	Full-time Non-Exempt Hourly
<b>Reports to:</b>	Executive Director	<b>Hours:</b>	40 hours per week
<b>Location:</b>	FST thriFSTore 601 Ash St., Floodwood, MN 55736	<b>Phone:</b>	218-476-2230

#### **Position Summary**

The thriFSTore coordinator will be responsible for day-to-day operational coordination of the store, including participant direct care, coaching and supervision, customer care, financial oversight and cash handling procedures, donation processing, and merchandising.

#### **Essential Duties and Responsibilities**

- Provide clients direct care (ex., medication passer), coaching, supervision including coordination of their microbusiness endeavors.
- Develop and implement written procedures for store operations, including opening, and closing the store, procedures for accepting, sorting, pricing donations, handling of cash, and other relevant procedures as needed.
- Oversee the processing of donated items, manage the rotation of items and the disposal of donated items in a timely fashion. Processes include sorting, laundering, hanging, tagging, displaying, and disposing of donated items.
- Ensure that all sales transactions (cash, checks, credit cards) are done properly and in line with FST thriFSTore cash handling procedures and credit card compliance standards.
- Provide ongoing financial reporting to the Executive Director regarding sales progress.
- Maintain and increase knowledge of resale, thrift, consignment, and retail trends including online sales, Facebook posts, and special promotions.
- Manage monthly budget, maintaining supply inventories. Coordinate deposits and sales tax tracking with Office Manager.
- Develop and implement marketing campaigns for the store that will directly influence sales and donations. This includes social media.
- Analyze sales and current inventory to provide projections and recommendations to retain customers and increase sales.
- Coordinate maintenance and cleaning store, prep area, lobby (front entrance), production room, restrooms (all except DSS), and laundry area in chore area communicating needs to the Executive Direct to ensure a safe, pleasant, and clean working environment for clients, staff, and customers.
- Implement daily, weekly, and monthly store promotions.
- Conduct daily safety inspections by walking around the store before opening to make sure floors are free of potential hazards and aisles are clear.
- Ability to move frequently inside and outside the work area.

### **Attendance**

Must be punctual and timely in meeting all requirements of performance, including but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; where applicable.

### **Safety and Security**

All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

### **Supervisory Responsibilities**

Is responsible for the overall direction, coordination, and coaching of four clients. Provides coaching and support to microbusiness clients including tracking displaying and processing sales.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Communication Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to author routine reports and correspondence.
- Ability to communicate effectively with clients, members of the public and employees of the organization.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of: Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software.

### **Licenses**

Current valid MN state driver's license.

### **Other Skills, Abilities, and Qualifications**

- Exceptional people skills.
- Uses a computer to access, input and retrieve work-related information and to prepare written documents.
- Ability to reconcile daily receipts for accounting purposes and perform bookkeeping duties.
- Ability to move frequently inside and outside the work area.
- All the job responsibilities as listed in the FST Program Aide job description.