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**Housing Solutions of N. Arizona**

**Job Description**

**Position Title:** Sharon’s Attic Assistant Manager

**Employment Details:** Full-time – Approx 40 hrs/wk

Wed.-Sun. Approximately 8:30 a.m. to 5:30 p.m.

Exempt Position

Starting Wages: $38,000

Benefit eligible

**Job Location:** 1926 N. Fourth St., Ste. 5

Flagstaff, AZ 86004

**Housing Solutions of N. Arizona History:**

Housing Solutions of N. Arizona, Inc. is a local 501(c)3 nonprofit organization whose mission is to build opportunity for sustainable, affordable housing in northern Arizona. Founded in 1990 as the Affordable Housing Coalition, the organization’s main programs include housing counseling, construction of affordable housing and Sharon Manor, a transitional housing facility for homeless women and children survivors of domestic violence. In May 2014, the organization changed its name from BOTHANDS, Inc. to Housing Solutions of N. Arizona (HSNA).

**Summary:**

In March 2014, HSNA opened Sharon’s Attic, a thrift store, which specializes in sales of items for children (toys/clothing), babies, household goods, furniture, and clothing. The primary duties for this person are to help operate Sharon’s Attic, including: pick-up and delivery of donated items, including furniture, customer service to shoppers in the store and donors, operation of cash register, assisting with acceptance of donations. This person will answer telephone inquiries and work to schedule donation pickups. He/She will be responsible for store operations when other managers are not present, supervising staff and volunteers. He/She will assist in maintaining the store in a clean and safe condition. This person will work in a team environment with other staff members and volunteers. Reports directly to Sharon’s Attic Store Manager.

**Essential Duties and Responsibilities:**

* Assist and perform all store operations:
  + Pick-up and delivery of donated items, including furniture, utilizing the store’s box truck.
  + Responsible for operating Sharon’s Attic store and managing the store if other management personnel are not present.
  + May oversee staff and volunteers.
  + Assisting customers in the store with questions and purchases.
  + Assisting donors with their donation.
  + Thanking donors for their contributions and providing donation receipts.
  + Working with and supervising volunteers.
  + Operate check-out register; provide customers with correct change and process credit cards for purchase.
  + Assist in completing end-of-day sales/reconciliation reports.
  + Answer questions regarding store, operations, donations, etc. in person and on the phone.
  + Schedule donation pick-ups.
  + Clean the store and ensure it is clean and safe.
  + Inventory, sort, price and display merchandise for sale.
  + Serve as an advocate for Housing Solutions of N. Arizona, helping to answer basic questions about the organization and its programs

**Minimum Qualifications:**

Able to lift 50 lbs on a consistent basis

Ability to drive 18’ box truck for donation pick-ups and purchase delivery

Clean driving record

Great customer service skills

Ability to work with a diverse group of staff and volunteers

Ability to work unsupervised and be a self-starter

Good decision-making skills

Good cash handling skills and able to operate point of sale terminal (or ability to learn)

Able to multi-task in a fast-paced environment

**Preferred Qualifications:**

Bilingual in Spanish