



Part Time Position Available

Thrift Store Supervisor & Cat Care Assistant

Job Description & Requirements

Please Read Before Completing Application.

A successful Supervisor will demonstrate the ability to:

- Work cooperatively and congenially, in a supervisory role, with other employees and volunteers of various ages and backgrounds.
- Perform the duties necessary for the daily operation of S.A.R.A.'s Treasures including lifting and carrying up to 40 pounds.
- Communicate effectively (and courteously) with shop Manager, Assistant Manager, other employees, board of directors, volunteers, customers, and donors.
- Arrive punctually to each scheduled shift.
- Handle cash and do daily balance reports accurately.
- Operate a cash register, credit card machine, computer, and other shop equipment.
- Ensure shop, warehouse, and cat areas are kept as clean, neat, and safe as possible.
- Thoroughly learn S.A.R.A.'s mission and be able to accurately and with enthusiasm communicate it to customers, visitors, and volunteers.
- Thoroughly learn and follow S.A.R.A.'s Policies and Procedures and be able to explain them accurately to volunteers and new employees.
- Learn about available local animal resources in order to politely refer inquiries about stray or unwanted animals to the appropriate agencies.
- Recruit and assist in the training of new volunteers.
- Demonstrate creative thinking and possess the ability to make both independent and collaborative decisions.
- Work three or more five to eight hour shifts per week and have availability to work weekends, holidays, and special events. Be reasonably available to assist with shifts in case of other employees needing sick days, vacations, or emergency situations.
- Learn to accept incoming donations and politely decline inappropriate items.
- Care for our cats with love and scrupulous attention to: appropriate feeding, administering medications, proper cleaning of cat areas, following strict guidelines for handling quarantined cats, checking for signs of illness, and the charting of cat behavior, litter box use, meals, and more. Communicate any concerns to Manager or Assistant Manager in a timely manner.
- Price donated items efficiently and accurately.
- Sanitize quarantine areas and items with disinfectants according to strict guidelines.
- Protect cats from excess or rough handling by customers and children. Keep living areas (including store and warehouse) safe for cats.
- Pre-screen potential adopters while conveying S.A.R.A. adoption policies.
- Other duties as assigned.

Qualifications:

- Good communication skills
- Positive attitude
- Working and reliable telephone with message capabilities.
- Valid drivers license with good driving record

Assets:

- Retail experience
- Animal care experience
- Fundraising experience