



SHELTER ANIMAL RESOURCE ALLIANCE

S.A.R.A.'s Treasures

Gift Thrift & Cat Adoption Center

871 River Rd. Eugene, OR 97404

(541) 607-8892

Assistant Manager

Do you love shopping at thrift stores or reselling collectibles? Would you like to be paid for your passion and help a worthy cause at the same time? This opportunity is perfect for you! Shelter Animal Resource Alliance (S.A.R.A.) is currently hiring a dependable full-time employee for the position of Assistant Manager for S.A.R.A.'s Treasures, a non-profit thrift store that raises the funds necessary to operate Shelter Animal Resource Alliance (S.A.R.A.)'s life-saving animal rescue program.

S.A.R.A. is a last chance animal rescue group dedicated to keeping animals out of shelters where they may face euthanasia. Our mission is to rescue, assist, and advocate for animals in shelters and homeless companion animals. If you share our vision of creating a world where all animals are a valued member in a loving forever family, consider joining our team today!

Working closely with S.A.R.A.'s managers, the assistant manager will provide oversight and help train staff/volunteers on all aspects pertaining to the thrift store, while upholding store policies and procedures. The assistant manager is required to work a minimum of 30 hours a week and have availability to work on weekends.

Qualified applicants will have experience with selling secondhand items, determining the value of collectibles, vintage items, jewelry, etc., and have basic knowledge of fashion, brands, trends, and how to research items. Helpful attributes for this position include strong work ethic, positivity, multi-tasking, reliability, problem-solving, teamwork, attention to detail, eagerness to learn, and excellent communication skills.

General job duties include assisting S.A.R.A.'s Managers with:

- Operating the thrift store and allocating responsibilities to staff/volunteers.
- Supervising and motivating staff/volunteers to maximize productivity.
- Sorting and determining value of incoming donations.
- Pricing valuable items (jewelry, art, collectibles, etc.).
- Denoting items to sell online and managing online sales (Facebook, eBay, etc.).
- Covering shifts when needed.
- Planning and overseeing in-store sales and promotions.
- Providing excellent customer service and encouraging staff/volunteers to do the same.

- Merchandising the shop to ensure it is clean, presentable, and appropriately stocked.
- Being available to customers to answer questions and handle situations in the thrift store.

Among other things, qualified candidates will demonstrate the ability to:

- Thoroughly learn S.A.R.A.'s mission and be able to explain it accurately and with enthusiasm to customers, visitors, staff, 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.
- Demonstrate creative thinking and the ability to make both independent and collaborative decisions.
- Have availability to work weekends, holidays, and special events as needed. Be reasonably available to assist with shifts in case of other employees needing sick days, vacations, or emergency situations.
- Price donated items efficiently and accurately.
- Handle cash, operate a POS system, and complete daily balance reports accurately.
- Possess a working, reliable cellular phone with message capabilities.
- If needed, care for our cats with scrupulous attention to appropriate feeding, administering medications, proper cleaning of cat areas, following strict guidelines for the cleaning of quarantined areas, and checking for signs of illness.
- Help potential adopters while conveying S.A.R.A. adoption policies.
- Learn about available local animal resources to politely refer inquiries about stray or unwanted animals to the appropriate agencies.
- Physical requirements include the ability to lift and carry up to 40 pounds, bend and scoop litter boxes as needed, stand for extended periods of time, climb 3–6-foot ladders, and being comfortable in the presence of and the handling of cats.

Before applying, please visit our website to learn more about S.A.R.A.'s life-saving mission:
www.sarastreasures.org

Job Type: Full-time

Pay: Starting Wage (\$17.00 per hour)

Benefits:

- Employee discount
- OregonSaves Retirement plan