



## **JOB DESCRIPTION**

### **ANNADEE'S CLOSET MANAGER Red Wing Area Seniors, Inc.**

#### **Mission of RWAS, Inc.**

Empowering active living and lifelong learning!

#### **Responsible to:**

**RWAS Executive Director**

#### **Summary of position**

The Annadee's Closet manager oversees all functions and activities of the Annadee's Closet: fiscal, cleanliness, organization and safety. Is aware of external forces and trends that may impact revenue and adjusts according to work toward annual sales goals. Establishes and cultivates partnerships within the community, supervises volunteers and paid staff. Full-time position (38 hours a week)

#### **Specific Responsibilities**

The following are possible areas of programming. This list is not intended to be all-encompassing and any area may be expanded with adequate resources. All programs should be based on interest and need

##### **Building and Sales Floor Management**

- Make decisions regarding design of sales floor, merchandising displays
- Supervise cleaning of sales floor, storage/sorting areas and bathrooms
- Assure quality and consistency of merchandise: sizes, prices, suitability
- Answer customer questions re: pricing, sales, condition of goods
- Order needed supplies and equipment

##### **Operations**

- Supervise pricing and rotation of stock
- Arrange for disposal of unwanted merchandise
- Determine price list of clothing and hard goods
- Recommend advertising, flyers and window displays
- Work at cash register as needed- breaks, absent workers, etc

##### **Team Management**

- Supervise, train and evaluate employees placed through outside agencies participants
- Prepare monthly work schedule for employees placed through outside agencies
- Recruit, train and supervise volunteers

- Coordinate Annadee's Closet volunteer meetings when appropriate

**Other**

- Work closely with other RWAS staff members
- Maintain confidentiality as it pertains to RWAS business and clients
- Contribute to the bi-monthly sales calendar
- Other duties as assigned

**Performance Review and Evaluation**

By the Executive Director every January.

July 2016  
September 2017