

# Alliance Redwoods Conference Grounds

"Service as Tall as our Trees"

6250 Bohemian Highway

Occidental, CA 95465

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**Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.**

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**Title:** Gift Store Manager

**Employment Status:** Full Time, Hourly w/ Benefits

**Team:** Operations / Guest Services

**Immediate Supervisor:** Director of Operations

## **Purpose Statement**

To oversee and effectively manage the daily operations of both the ARCG and SCT Gift Stores at Alliance Redwoods Conference Grounds. To abide by ARCG Team Covenant at all times.

## **Description of Duties**

- Offer sales support for guests shopping
- Monitor sales at registers, support cashiers
- Prepare sales reports, reconcile deposits
- Train and supervise staff that assists in the gift stores
- Develop and implement operating budgets and procedures for gift stores
- Manage all purchases: ordering, receipt, returns, order and delivery verification
- Oversee storage and organization of food and gift inventories for both stores
- Sustain attractive visual displays of stock, signage in both stores
- Maintain cleanliness of both stores
- Shop weekly for food at wholesale distributors. Vehicle and driving required.
- Serve as buyer, selecting merchandise and food appropriate for ARCG/SCT clients, time of year, and recognized buying trends.

## **Skills, Knowledge, and Abilities**

- Knowledge of retail cash management principles / procedures and stock management
- Merchandising selection and presentation experience required
- Communication skills- effective in both oral and written communication
- Knowledge of mathematics
- Ability to operate a cash register
- Ability to use a computer for email, excel reports, word processing, file storage, signage
- Knows and applies standards and procedures for exceptional customer service
- Ability to analyze and solve problems quickly
- Ability to train and supervise employees, wisely delegating work assignments
- Skill in fostering a cooperative work environment
- Physically able for full range of motion, able to lift heavy objects in excess of 40lbs, and able to walk /stand for more than four hours / day

## **Education / Experience**

- Bachelors Degree in Business or related topic preferred
- At least 2 years experience in retail management

Rev	Revision Description	Date	Approved By
A	Job Established		
B	Modified for new template; added purpose sttmnt		
C	Updated version	05/23/17	