

ANGLICAN PARISH OF

JOB TITLE	Op Shop Manager
REPORTS TO	Parish Council via Op Shop Management Committee (OSMC)
MEMBER OF	Op Shop Management Committee
SUPERVISES	Volunteer workers
STATUS	Part-time volunteer position

ROLE

To manage the Anglican Op Shop so that it reflects the Christian ethos of the Anglican Church and ensure the Op Shop is operated in accordance with the Safe Church guidelines and the Statutes of the Diocese of Bunbury.

DUTIES SUMMARY

- Co-ordinate collection, sorting, selling and disposal of Op Shop merchandise.
- Develop a good public reputation through care and respect for customers.
- Develop and maintain a safe environment for everyone by keeping shop premises clean, tidy, safe and risk free in accordance with Safe Church principles.
- Maintain high shop and stock presentation standards and as part of stock management/rotation carry out special promotions as required
- Manage all aspects of volunteer workers including records, rosters, shop behaviour.
- Ensure volunteers adhere to the Parish Cash Management policy and procedures.
- Keep accurate sales and financial records.
- Attend and participate in meetings of the Op Shop Management Committee.
- Report to Parish Council through the Chair of the Op Shop Management Committee.
- Other duties concerning the Op Shop as required.

SKILLS and REQUIREMENTS

1	Adhere to the Diocese of Bunbury Code of Conduct.
2	Possess good written and verbal communication skills; make written reports as required including a report to the Annual Meeting of Parishioners.
3	Ability to provide appropriate guidance, training and support to all volunteers enabling them to carry out their duties appropriately.
4	Experience in managing a retail shop outlet.
5	Average computer literacy skills
6	Experience in accurately using an imprest petty cash system.
7	A satisfactorily completed Safe Ministry to Children Church Worker form and Referee Checks renewed every three years or as required.
8	A valid Volunteers National Police Clearance Certificate renewed every three years or as required.
9	Current Safe church qualifications, including training maintained and up to date.

LIST of DUTIES

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Health and Safety

1	Actively promote a safe work environment.
2	With the Safe Church Contact Person co-ordinate the volunteer induction training.
3	Report all incidents to the Op Shop Management Committee and the Safe Church Contact Person and ensure incident forms are completed.
4	Promote good security measures including ensuring that there are at least two volunteers present in the op shop at any given time.

People Management

1	Maintain and promote co-operative, positive working relationships within the team.
2	Participate in the recruitment and selection of volunteers for the Op Shop. All potential volunteers must be referred to the Safe Church Contact Person before being rostered with appropriate induction, orientation and ongoing training.
3	Organise Op Shop volunteer meetings with a focus on work health and safety, suggested improvements and a chance to meet other volunteers on different shifts.
4	Maintain a list of volunteers, including addresses, other contact details and Safe Church qualifications.
5	Maintain confidentiality and privacy in all matters relating to Op Shop

Shop Management

1	Manage shop operations in a professional manner.
2	Co-ordinate the sorting, pricing and storage of donated goods, including the distribution of unwanted goods to other charities such as the Mission to Seafarers and Anglicare. Unsaleable goods may be placed in 'white bags' or rubbish bins.
3	Liaise with the Anglican Parish Facebook Administrators to market and advertise Op Shop stock and sales; and with other marketing strategies.
4	Visit other Op Shops and compare displays, prices and other issues of interest to maintain the Op Shop's competitiveness.
5	Identify any building maintenance issues and liaise with the Churchwardens and Parish Council to ensure a timely pro-active management of building maintenance.

Employer Representative _____ Date __/__/____

Name printed _____

Job Holder _____ Date __/__/____

Name printed _____