



## **Job Description: Shift Supervisor (Retail)**

The Shift Supervisor supports the Store Manager and Assistant Manager. The PIC Boutique is one of the most noticeable operations of the organization and functions as an integral part of the organization's funding. The Shift Supervisor is responsible for supporting the day to day operations of the store, helping volunteers, and merchandising. The ideal candidate is comfortable working with the general population, willing to learn and teach, and be at ease leading others. As a general rule, the retail store is open during most retail holidays.

## **Duties and Responsibilities**

- Support management by assisting volunteers and assigning tasks as needed.
- Help organize store displays.
- Receive donations, process, and assign appropriate price for resale.
- Responds to complaints & concerns from customers; update store management as needed.
- Complete daily and monthly register reports.
- Operate cash register, including opening/closing functions.
- Assist with event organization, planning, and execution.
- Maintain a clean and orderly store in both front and back room.
- Be an active partner with management regarding growth strategy & opportunities.
- Serve as back up to the Store Manager/Assistant Manager.
- Other duties as assigned.

## **Required Knowledge, Skills, and Abilities (KSA)**

- Ability to maintain confidentiality.
- Have a creative and strategic mindset.
- Proven 2+ years of experience in retail.
- Knowledge of retail management best practices.





- Professional communication and interpersonal skills.
- Excellent organizing and leadership skills.
- Must be able to stand for long periods of time.
- Must be able to bend & stoop.
- Must be able to pull, and lift up to 40 lbs.

**Reports to:** Store Management

This is a part-time (PT) hourly position.

Salary is based on experience.

**About Partners In Care Maryland, Inc.:**

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

**Comments:** E.E.O.C. Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should forward a resume to [careers@partnersincare.org](mailto:careers@partnersincare.org) with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.



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[Partnersincare.org](http://Partnersincare.org)

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