

Miracle Hill Ministries
Job Posting

Date: March 16, 2017

Job Posting: FT Assistant Manager

Location: Greer Thrift Store, Greer, SC

FLSA: Hourly/Non-Exempt

Reports to: Store Manager, Supervisor

Date Job Available: **Immediately**

Job Posting # 1370-2

Basic Job Description:

Summary / Purpose of Position: Assist the store manager in supervising daily operations of the store specifically when the manager is not present. Ensure all donors, customers, employees and volunteers are treated with honor, dignity and respect.

Essential Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required. All tasks assigned are to be completed accurately and efficiently and include but are not limited to...

- Set an example that exceeds the policy and procedure expectations for subordinate employees, volunteers and clients.
- Responsible for completing morning devotion/prayer time when store manager is absent.
- Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry.
- Ensure organization and cleanliness of store at all times.
- Proactively assist the store manager with sales/promotion ideas on a weekly basis.
- Complete all bank transactions accurately when the manager is not present.
- Be proactive in personal, professional, and spiritual development.
- Responsible for maintaining the trash and scrap metal containers making sure they are emptied as necessary.
- Be proficient in all areas of operation within the store.

Supervisory Responsibilities:

- Regular Store employees
- Volunteers/Community Service/Clients

Qualifications:

- Education or equivalent experience: High School Diploma, G.E.D., or equivalent
- Years of experience: 2 years supervisory
- Specialized training required: N/A
- License/Certification: N/A
- Other: N/A

Religious:

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: clients, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
 - Abstain from the use of illegal drugs or the inappropriate use of medication.
 - Abstain from activities or addictions that have a detrimental effect on clients or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who make be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
 - Relationships, particularly with the opposite sex, are above reproach.
 - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
 - Respect the sanctity of life from conception until death in God's timing

If interested in the above position, please log on to www.miraclehill.org to complete the online employment application.