

**Miracle Hill Ministries  
Job Posting**

Date: March 27, 2017

Job Posting: FT Processing Manager

Location: Wade Hampton Thrift Store, Greenville, SC

FLSA: Hourly/Non-Exempt

Reports to: Store Manager, Supervisor

Date Job Available: Immediately

Job Posting # 1340-7

Basic Job Description:

**Summary / Purpose of Position:** This position's primary responsibility is to supervise the receipt of all donated goods into the store and the processing to produce and maintain quality product for the thrift store sales floor. Success is defined by both a level of quality and at the same time make sure to fulfill specific quotas in quantity in all production areas.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure that all store employees, volunteer, and assigned client behavior is in accordance with the philosophy and policies of Miracle Hill Ministries.
- Provide leadership and insure that all persons especially customers, donors, fellow employees, clients and volunteers are treated in a professional manner with dignity and respect. It is especially important that customers and donors experience a warm welcome.
- Plan and prepare store work schedules and assign employees, clients and volunteers to specific duties.
- Implement-pricing policies.
- When called upon ensure cash reconciliation with sales receipts, maintain daily sales records, and transmit daily sales report to Directors office.
- Order merchandise and store supplies from warehouse.
- Address all inquiries or complaints and refer unusual or serious matters to immediate supervisor
- Ensure the timely processing of all incoming merchandise.
- Other duties as assigned by the supervisor

**Supervisory Responsibilities:**

- Regular Store employees
- Volunteers/Community Service/Clients

**Qualifications:**

- Education or equivalent experience: BA in related field preferred but not required
- Years of experience: 3 retail 1+ in a supervisory role
- Specialized training required: None
- License/Certification: None
- Other: None

**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: guests, 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 guests 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 may 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](http://www.miraclehill.org) to complete the online employment application.