

ACES THRIFT SHOP LEAD
JOB DESCRIPTION*

The following is a job description for the Thrift Shop Lead position. There will be a two week transition period where the outgoing Lead will train the incoming Lead. At least a two-week written notice must be given prior to resignation of position.

- Responsible for being present at the Thrift Shop during their designated working hours. If the Lead is absent, it is his/her responsibility to coordinate with the ACES board and Bookkeeper 48 hours prior to absences to ensure adequate coverage.
- Responsible for ensuring the Thrift Shop's cleanliness in its entirety to include the restrooms.
- Three unexcused absences and/ or failure to adhere to the job responsibilities may cause the ACES Board to excuse you from your position.
- Responsible for working at the Thrift Shop 12-15 hours per week. When the Thrift Shop Lead will be unavailable the ACES Advisor should be notified at least 24 hours prior with an identified Thrift Shop Committee who will fill role during absence.
- Responsible for reading and operating the Thrift Shop per any and all policies and procedures to include AFI 34-223 (Private Organizations), Daily Operating Guide, Standard Operating Procedures, and ACES Constitution and By-Laws.
- Responsible to take appropriate measures to insure strict compliance with all instructions and procedures delegated by the ACES Board.
- Responsible for notifying Thrift Shop Bookkeeper when daily supplies need to be reordered.
- Responsible for oversight of volunteers in collaboration with Thrift Shop Volunteer Coordinator.
- Responsible to handle any personnel issues or disputes with both the volunteers and customers. Any issues the Thrift Shop lead is unable to resolve should be directed to the ACES Board immediately. Any serious issues should be documented and forwarded to the ACES Board within 24 hours.
- Thrift Shop Lead will be responsible for attending ACES General Board Meetings and submitting the monthly report with financial from the Thrift Shop Bookkeeper

*This job description is subject to change at the discretion of the ACES board.

I have read and understand the responsibilities of the Thrift Shop Lead.

Signed and Dated:_____