



Instructor - Retail

(Assistant Retail Manager)

{Open position}

Job Expectations

Primary Focus:

- Provide discipleship and speak into the lives of our students and employees
- Train, develop and equip students and staff to perform assigned tasks to achieve performance goals and certification needs
- Work with others to promote an organizational culture that is aligned with our overall vision for Gateway Enterprises
- Work to keep the Retail Department's vision aligned with remaining departments and with our overall vision for Gateway Enterprises
- Be an effective communicator and team supporter
- Actively live out the elements the students are being taught
- Maintain the Gateway Motto and Work Readiness Supervisor purpose
- Live, teach and train the Gateway Enterprises 5 Pillars
- Pursue Christ-likeness in every area

Specific to Retail:

- Oversee retail staff/students/volunteers – manage performance evaluations and disciplinary actions
- Set goals and hold all staff/students accountable to those goals
- Assist in recruitment, hiring, termination process with Director of Retail
- Be active in the Retail area on a daily basis
- Facilitate production operation with Production Management
- Assist with continuous improvement of retail set up and methodology with Director of Retail
- Maintain a clean and organized work area and floor
- Maintain the structure/transitions/flow of the Retail area with Director of Retail
- Maintain safety procedures and aspects in the retail area
- Maintain inventory of needed supplies to operate retail
- Assist in managing retail budget and P&L
- Participate in regularly scheduled retail, leadership and management meetings
- Abide by and enforce all Policies and Procedures, maintaining retail handbook and operating manual

General Focus:

- Utilize training manuals and procedures to train and develop staff/students/volunteers
- Utilize performance binders in each work area, complete forms and reporting in a timely manner
- Perform 5S checklist audits weekly with Director of Retail
- Complete tracking aspects for staff/students/volunteers set by Director of Retail in a timely manner

Job Qualifications

- Personal:
 - Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living
 - Actively seek the unity of believers
 - Be a mature Christian and a member in good standing of an evangelical church
 - Live out your faith through your interactions, work and speech
 - Desire to learn, grow and develop your faith
 - Ability and willingness to mentor and disciple participating students
- Education & Experience:
 - High School Diploma
 - Experience using POS Software, Inventory principles, etc.
 - Experience in Rescue Mission work – preferred
 - Knowledge of what God is doing through the ministry of Rescue Missions – preferred
- Skills & Abilities:
 - Professional with strong interpersonal skills, ability to work with a diverse group of individuals
 - Self-motivated
 - Willing to learn and be flexible in fast-paced environment
 - Loyal to co-workers, volunteers and management
 - Punctual, dependable attendance history
 - Retail store experience – 2-3 years
 - Retail Management/Leadership experience – 1-2 years
 - Customer Service experience – preferred
 - Training, mentoring or development experience – preferred
 - POS awareness, merchandising or product inventory/production experience – beneficial
- Physical:
 - Sitting or standing for long periods of time to perform job functions
 - Ability to lift and move objects weighing up to 60 pounds
 - Manipulate, handle, feel and control items or equipment
 - Communicate effectively with students, co-workers and volunteers
 - Be able to read, write and interpret written documents

Accepting resumes and applications through February 1, 2017.

To apply for open positions submit your resume and cover letter to hr@hollandrescue.org Visit <http://hollandrescue.org/employment/> for a list of open position and application.

Questions – please contact:

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