

## **LAST CHANCE MERCANTILE ASSISTANT MANAGER**

### **DEFINITION**

To assist with the supervision of the District's reusable materials salvaging operation, including materials receiving and sorting, and stock organization and movement; to assist with the coordination of staff engaged in Last Chance Mercantile sales and record keeping; and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a lead/work coordinator position with responsibility for organizing and supervising the reusable materials salvaging functions, stock organization, and sales of the District. Responsibilities include enforcement of District policies and procedures.

### **EXAMPLES OF DUTIES**

Assists with organizing, supervising, and coordinating the reusable materials salvaging functions of the District; assists with the coordination of the activities of personnel engaged in receiving, sorting, and reselling of reusable materials; provides supervision of staff engaged in retail sales at the Last Chance Mercantile; assists with work scheduling, record keeping, sales promotion programs, and price setting of materials; operates a variety of equipment for the type of work being performed; trains personnel in use and care of equipment and tools needed to perform assignments; may train employees in the identification and classification of salvageable materials; performs cashiering duties; maintains accurate records of cash received, reconciling cash and sales; greets customers and gives information regarding items and pricing; provides general information to the public regarding landfill operations; performs basic fiscal record keeping and office support work; tabulates data and verifies totals; cleans recyclable materials for resale.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 50 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, 10 key adding machines, calculators, copiers, and FAX; use of forklift to move materials.

### **TYPICAL WORKING CONDITIONS**

Normally work is performed in both an office and outdoor environment; must be able to wear and function with special protective equipment and clothing; some exposure to dust, oil, grease, pesticides, fumes, and moving vehicles; constant contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles of work coordination and training
- Cashiering practices and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic knowledge of sales promotions and retail sales operations and procedures.
- Fiscal record keeping methods and practices.
- Basic mathematics.

## **LAST CHANCE MERCANTILE ASSISTANT MANAGER - 2**

### **Ability to:**

- Give understandable oral and written directions.
- Provide work direction to staff assigned to function.
- Enforce ordinances and regulations governing use of District facilities.
- Keep accurate records and prepare concise reports.
- Learn the purposes, methods, practices, procedures, and recordkeeping requirements of the District Resale Operation.
- Learn to apply the policies and procedures of the District.
- Use a cash register at a skill level and with the degree of accuracy required to meet job standards.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Follow oral and written directions.
- Read and write at the level required for successful job performance.
- Maintain good public relations with public, staff, and vendors.
- Establish and maintain cooperative working relationships.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District Attendance Standards.

### **Training and Experience:**

Four (4) years of increasingly responsible work experience in retail sales, preferably including experience in a supervisory or lead work position.

High School Diploma or equivalent is desirable.

### **Special Requirements:**

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.