

Overall Purpose

To give leadership and direction to all areas of the summer store (Green House), canteen and health hut, keeping the mission and vision of Green Bay Bible Camp.

Organizational Structure

This position reports to the Program Director and will be held accountable for all financial transactions and records by the Finances Director. The Store Manager will have designated staff to work with and oversee.

Principle Duties

- Attend morning staff meetings and weekly Coordinator meetings
- As a Coordinator, be an example to the other summer staff, and enforce the camp policies amongst the other summer staff
- Responsible for training and supervising staff working in the store
- Keep a running inventory of all store merchandise
- Ensure that all prices, sizes, etc are clearly posted
- Oversee all transactions done in the store (by cash, debit, or credit card)
- Assign summer staff working in the store to their specific duties
- Order, purchase and pick-up store merchandise, supplies, and equipment
- Set up outside tables with merchandise on the first and last days of camp
- Prepare candy orders for campers during kids camps
- Keep the store neat and tidy

Qualifications

- Experience in retail of some form (clothing, food or otherwise)
- Experience with managing money – debit, credit and cash transactions
- Experience tracking inventory and ordering product
- Experience with Microsoft Excel is essential
- Creativity in displaying products
- Organizational skills
- Ability to confront and hold accountable staff members who will work in the Canteen, Greenhouse and Health Hut
- Friendliness and approachability to be able to work with customers and staff.
- Confidence in leading other staff members
- Decisions making skills
- Problem solving skills