

Job Description -- St. Timothy Catholic Church
1730 W. Guadalupe Road -- Mesa, Arizona 85202 – Office: (480) 775-5200 -- Fax: (480) 820-7984

Title: Gift Shop Manager

Position Reports To: Parish Manager

Hours: Full-Time (40 hours/week) and includes weekends

Purpose and Scope:

The Gift Shop Manager is responsible for overall management and operation of the St. Timothy Catholic Gift Shop, including recruiting, training and supervising volunteers, determining sales targets, improving inventory systems, creating an aesthetically pleasing environment, and increasing Gift Shop revenue through attention to market trends, parishioner feedback, and marketing outside the parish. Through exemplary hospitality and offering products that reflect our Catholic faith and invite a relationship with Jesus, the Gift Shop Manager supports the overall mission of the parish in forming disciples.

Essential Job Functions

- Supervises daily operation of the gift shop which includes utilizing the cash register, greeting and assisting guests in selecting merchandise, and managing volunteer help
- Recruits, interviews, and trains volunteer staff
- Develops and implements promotional displays and presentations in line with an overall marketing plan, the season, and consideration of parishioner demand
- Responsible for managing inventory, researching industry trends, maintaining a reasonable amount of product, and evaluating appropriate markdowns of product when necessary
- Meets and negotiates with vendors and product representatives and maintains accurate files with their information and merchandise records
- Maintains efficient and accurate methods for sales reports, monthly inventory reports, and sales analysis
- Ensures longevity and quality of product through organized and efficient storage
- Responsible for meeting goals related to merchandise sales and revenue
- Responsible for annual budget
- Constantly seeks to improve and grow sales through creative ideas and collaboration with parish staff and volunteers

Additional Job Functions

- Performs any necessary job-related tasks assigned by the Pastor or his delegate
- Is committed to teamwork with parish staff and volunteers
- Adheres to all parish and Diocesan policies

Education and Experience

- Graduation from high school, supplemented by courses in merchandising and business administration
- Considerable experience in supervisor work and in sales and buying for retail
- Or any equivalent combination of training and experience

Knowledge, Skills, and Abilities Required

- Extensive knowledge of merchandising techniques, store display and selling methods
- Considerable knowledge of retail management, promotion and marketing methods
- Good knowledge of merchandise buying procedures and product market values
- Knowledge of administrative procedures, personnel management and supervisory techniques
- Considerable ability to communicate effectively, both orally and in writing
- Must be self-motivated, able to work independently, and take initiative
- Must be able to lift up to 30 pounds, walk, kneel, bend, stoop, sit, crouch, and stand for extended periods
- Good working knowledge of computers and ability to quickly learn new programs
- Must be flexible with work hours and able to work weekends and some evenings

This document is designed as a summary or general description of the job and may not include all the duties, knowledge, skills or abilities required or associated with the position.