

**Classic Reruns Co-Manager Job Purpose:** Serves customers by providing merchandise; supervising volunteers.

**Classic Reruns Co-Manager Job Duties:**

- Achieves financial goals and objectives.
- Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensures availability of merchandise and services by maintaining inventories. Which includes loading, unloading, and processing merchandise.
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.
- Markets merchandise by studying advertising, sales promotion, and display plans.
- Protects volunteers and customers by providing a safe and clean store environment.
- Maintains a clean, organized, and attractive store. Which includes; sweeping, dusting, and mopping. Whatever is needed.
- Completes store operational requirements by scheduling and assigning volunteers; following up on work results.
- Maintains store help by recruiting, selecting, orienting, and training volunteers.
- Follow all banking procedures. Maintain all register receipts.

**Skills/Qualifications:** Customer Focus, Tracking Budget Expenses, Pricing, Market Knowledge, Staffing volunteers, Results Driven, Strategic Planning, Management Proficiency, Client Relationships, Verbal Communication. Retail experience preferred.