

THRIFT SHOP
MANAGER
JOB DESCRIPTION

The Tinker Officers' Spouses' Club President upon approval from the Thrift Shop Council appoints the Thrift Shop Manager. The manager is responsible for the management and operation of the Thrift Shop interpreting and consistently enforcing the policies and guidelines in accordance with the rules and regulations of the Thrift Shop and the base regulations of Tinker Air Force Base.

COORDINATING OFFICER:

The Thrift Shop Manager will consult with the OSC President and Thrift Shop Advisor concerning Thrift Shop policies and procedures.

DUTIES RELATING TO THRIFT SHOP OPERATIONS

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Will be contracted to the TOSC and shall be paid a salary of \$300.00 per month except for July when the shop is closed. During month of closure manager will receive \$150.
5. Highly recommended to be present during Thrift Shop operating hours. Pay will be reflected based on consistent non-TS related absences.
6. Keep Thrift Shop Charter, policies and procedures, and other documents updated. Recommend changes to the TS Council for review when problems arise. Each year review and update job descriptions. All changes must be brought to TS Council and approved. Approval of changes if the TS Charter is subject to TOSC Board approval and the 72nd ABW.
7. Modify procedures temporarily as conditions warrant. Present all changes to TS Council.
8. Preside at all Council meetings, prepare an agenda, maintain order at these meetings and designate someone to record the minutes of the Council meetings.
9. If able, assume the duties of bookkeeper. If unable, supervise the bookkeeper and insure that h/her duties are accomplished as written in the contract.
10. Furnish the bank with appropriate signatures for the account. Must have a minimum of two signers for all TS checks. The Bookkeeper and Manger may sign checks but no check may be signed by only the Bookkeeper and Manager. The day chairs or non-paid volunteers should be the alternate signature.
11. Review and sign all checks written by the Manager and bookkeeper.
12. Attempt to collect payment for returned checks and maintain a bad checklist to be posted on all registers.

13. Authorized to approve operational expenditures for any single item or like items not to exceed \$200. This restriction does not apply to hiring employees for services not performed by volunteers, such as janitorial services, bookkeeping, etc.
14. Purchase operating supplies and refreshments.
15. Be responsible for payment of liability insurance and bonding insurance. Confirm that the policies are necessary and adequate for the needs of the Thrift Shop.
16. Accountable for Thrift Shop Inventory. Maintain and file warranties, maintenance contracts, operational manuals and extra parts. Copies of the policies are kept in the safe.
17. Insure items in the lost and found area are dated and the area is cleaned out as necessary.
18. Be responsible for the mail. Check post office box and/or OSC folder at Tinker Club Office.
19. Accountable for all keys. Keep a list of all key holders in the safe. Use and file receipts for keys.
20. Be responsible for the computer equipment, related equipment, and the copier. This entails making copies, maintaining an adequate paper supply, toner, and ticket stock. Arrange any necessary maintenance and repairs of all equipment.
21. Serve as building custodian.
22. Contact Civil Engineering for necessary lighting, heating, cooling, plumbing, and general building repairs.
23. Deal directly with Base agencies, such as: Civil Engineering (CE); Fire Department; and Services (Private Organizations) on matters pertaining to the Thrift Shop operations. The chairman shall be assisted and directed by an Advisor who is appointed by the Honorary President.
24. Maintain current job descriptions for the volunteer workers and paid employees.
25. Plan volunteer appreciation function activities (Dec/ May).
26. Insure volunteers maintain a clean and orderly Thrift Shop.
27. Counsel volunteers when policies are not followed. Advise the council if appropriate measures should be taken.
28. Insure childcare privileges are not abused. Bookkeeper will reimburse volunteers not to exceed the same rate per hour for childcare as is charged by the Tinker Child Development Center based on childcare receipts turned in. Receipts are turned in at the end of the month for reimbursement for that month's expenses.
29. Submit monthly articles to the Smoke Signal, and at least once a month a "Take Note" submission to the Tinker Take Off.

DUTIES OF THE ASSISTANT CHAIRPERSON:

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

Thrift Shop Store Liability Policy

(*The Thrift Shop pays in full the Store's Liability policy).

Insurance Policies include:

Policy #FA-CL005932 (Liability Stores)

Agent - Alexander and Strunk, Inc.

P. O. Box 20550

10305 N. May Avenue

Oklahoma City, OK 73156

Phone: 405-751-8356

**Travelers Casualty & Surety Co. of America
#105062745**

(Fidelity Bond-honesty bond/liability)

Agent - North American Group

5100 N. Classen Blvd. #300

Oklahoma City, OK 73118

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Pam Clark, Representative

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