

Gift Shop Manager
The Province of St. Joseph of the Capuchin Order – Solanus Casey Center

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking a Gift Shop Manager who will be responsible to oversee the daily operations and inventory management of the Solanus Casey Center gift shop, and to provide direction and communication to volunteers and employees involved in the gift shop.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Ensure that each guest receives outstanding service by providing a friendly environment, greeting and acknowledging guests and have a good understanding of products available in the gift shop
- Cultivate, train, and schedule volunteers
- Set up merchandising displays, prepare requisitions for processing and replenishing merchandise, participate in receiving and monitoring the floor stock
- Complete all sales and transactions maintaining proper cash accountabilities
- Maintain operation records and prepare daily transaction records
- Stock shelves, counters or tables with merchandise
- Coordinate yearly inventory audit
- Obtain merchandise requested by customer or receive merchandise selected by customer
- Reconcile online store reports and inventory
- Reports to and collaborates with Solanus Center Manager regarding all employee relations issues, business decisions, and gift shop policies and initiatives

Qualifications: The desired education and experience level for this position is a minimum of 2 years of successful college completion, with an Associates Degree (or higher) preferred. Minimum of 2 years sales experience in a retail environment. Minimum 2 years experience in inventory management. Experience with online store systems highly preferred. Inventory auditing experience preferred.

The Solanus Casey Center Gift Shop is a 7 day operation and hours will vary. Qualified candidates will be expected to work a flexible schedule, including some holidays.

The review of resumes will begin immediately. Please send a copy of your resume in one of the following two ways:

Submit letter of interest and resume to:

1. employment@thecapuchins.org Include “Gift Shop Manager” in the subject line.
2. Attention: Human Resources
Gift Shop Manager
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207