

# Position Description

## Assistant Store Manager

<b>Position</b>	Assistant Store Manager
<b>Team</b>	Social Enterprise
<b>Role Classification</b>	General Retail Industry Award, Level 6
<b>Employment Type</b>	Part-time, Permanent
<b>Hours</b>	as per contract
<b>Location</b>	Family Life Opportunity Shops (Bunurong Land) <i>From time to time the incumbent may be requested to work from, or be based at, other Family Life sites.</i>
<b>Reports To</b>	Retail Store Manager
<b>Effective Date</b>	June 2026

### Overview of Program

Family Life operates a number of opportunity shops and a warehouse, with the purpose of raising funds for the organisation, to enable Family Life to provide quality services to children, young people and families within the community. The opportunity shops and warehouse are supported by a team of dedicated volunteers and the social enterprise program is a key element of Family Life's approach to building capable and supportive communities.

### Position Objective

The Assistant Store Manager is responsible for performing day to day shop duties in a timely and professional manner as delegated by the Retail Store Manager. The position is also responsible for ensuring shop volunteers are supervised and supported in line with the Family Life Way. Creating a safe, fun and happy environment for customers and volunteers.

## Key Responsibilities

The key responsibilities include but are not limited to:

- Provide and maintain high levels of customer service to all customers.
- Effectively communicate with the Store Manager, providing updates on any issues arising from duties.
- Ensure the store is efficiently and effectively managed, including compliance with relevant policy, procedure and standards.
- Maintain store layout and merchandising in a visually appealing manner whilst ensuring OHS requirements are met.
- Open and close the store as required.
- Cash handling and banking in line with Family Life policies and procedures.
- Contribute to achieve store revenue & profit targets.
- Assist with managing store inventory including rotation of stock.
- Assist the Retail Store Manager with all promotions, VIP nights and events

## Key Selection Criteria

1. Demonstrated experience in retail, preferably apparel or homewares.
2. Demonstrated customer centric approach to achieving sales targets.
3. Demonstrated digital point of sale system experience and cash handling experience.
4. Proven ability to interact and network positively with a variety of people.
5. Team player, flexible with a positive attitude.
6. Availability to work public holidays when required.
7. Excellent organisational and time management skills.
8. Experience assisting and supporting vulnerable members of the community.
9. Information technology skills, including proficiency in Microsoft Office suite, CRM and point of sales system

## The Family Life Way

Our six principles are at the heart of the work that we do at Family Life, they inspire us to achieve the best results for our clients and the communities we serve. The principles exemplify our commitment to support our people to produce quality services and outcomes.

### Create Safety



- Safety for Clients and Peers
- Respect, Empowerment & Well-being
- Be Supportive
- Be Kind

### Celebrate Difference



- Welcome Diversity
- Celebrate Difference Of Ideas
- All Community Members are Welcome at Family Life
- Share Knowledge and Experiences

### Be Bold



- Fail Forward
- Lead By Example
- Ask Why?
- Ask for Feedback and Self-Reflect

### Be Real



- Be the Best Version of Yourself
- Admit What You Don't Know
- Have the Hard Conversations, Respectfully
- Be Open and Honest

### Dream Big



- Have Stickability - Persistence
- Think differently, Innovatively
- Be Adaptable
- Plan and Prioritise

### Embrace Everyone



- Many Voices, One Purpose - To Transform Lives for Stronger Communities
- Collaboration
- Partnerships
- Be Inclusive and Encourage Participation

## Additional Information

- Family Life is a youth and child safe organisation that values, respects, and listens to children and young people.
- All offers of employment are subject to a satisfactory Working with Children Check and Police Records Check.
- Family Life operates across multiple sites, therefore it is essential that all employees hold a current and valid Driver's Licence.
- Family Life offers generous salary packaging benefits.
- All offers of employment at Family Life are subject to a six-month probationary period.
- Family Life is committed to providing a safe, healthy and friendly working environment.
- Family Life prides itself on being flexible and family-friendly wherever possible for the mutual benefit of employees and the organisation.
- Family Life expects all employees and volunteers to understand and behave in accordance with our principles, purpose, values and code of conduct.