

This document is housed in the records of the Social Justice Center (APAP-177) in the M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, SUNY.

Job Description for Temporary Store Manager

Salary \$8.50 an hour for 20 hours a week.
From February 7th to March 25th.

The Temporary Store Manager will be responsible for the daily running of Peace Offerings. She will report to the Center Coordinator and the Interim Committee of the Social Justice Center.

Duties:

- * Staff store, assist customers, and answer phones,
- * Make sure store is opened and closed daily, monitor finances, make deposits and keep financial records of sales and deposits,
- * Schedule and work with volunteers to insure that store hours are covered, maintain volunteer materials and insure volunteer needs are met,
- * Monitor inventory to insure orders are received, unpacked, priced and displayed,
- * Keep up displays in window, in store, of SJC groups' materials, community bulletin board and Peace Offerings information,
 - * Keep store clean and pack up boxes for recycling,
- * Open mail and deal with emergencies, referring problems to the appropriate people,
- * Meet with the Center Coordinator, Bookkeeper and Interim Committee as needed.

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Job Description for Peace Offerings Holiday Staff

Salary \$8.50 an hour for 20 hours a week.
From September to the end of December.

Holiday Staff will be responsible for staffing Peace Offerings and pricing merchandise. S/he will report to the Peace Offerings Manager.

Duties:

- * Staff store, assist customers, and run cash register and provide security,
- * Provide reception for the Social Justice Center and Peace Offerings by answering phones helping walk-ins, and dealing with emergencies, referring problems to the appropriate people,
- * Check-in, price and display merchandise,
 - * Help keep store clean,
- * Meet with Peace Offering and Center staff as needed.