

**Must be on Unemployment Insurance or Have Been On Unemployment Insurance In The Past Five Years—Currently Unemployed**

**Send Resumes to [barry.patriquin@cansa.ca](mailto:barry.patriquin@cansa.ca)**

**Closing Date: January 10<sup>th</sup>, 2018**

**See Two Positions Below And Look at JCP Deliverables.  
There Is No Full-time Position At The End Of The Job Creation Projects  
None Insurable  
Only Those Considered Will Be Contacted**

**The Sunset Community  
Thrift Shop and Laundry, Oxford, NS  
Job Descriptions with JCP key deliverables**

**Position 1.**

• **Assistant Store Management / Thrift Store Attendant**

1. Reports directly to Sunset Management team
2. Ensure flow of information on all aspects of the operation to Sunset Industries Manager and other Management at Sunset ARC – daily.
3. Work with staff from CANSA with their job coaching activities
4. 40 hours per week
5. Customer Service – provide sales support in all store functions
6. Open the store daily
7. Manage cash and payment systems
  - i. Provide financial reports on sales
  - ii. Prep deposit information
  - iii. Maintain appropriate float onsite
  - iv. Ensure all internal financial controls are maintained by all staff and workers
8. Prepare reports on sales and orders
9. Schedule staff as per the needs of the business
10. Schedule client employees
11. Supports client employees to assist in this department with their assigned duties
12. Gain understanding of each client employees support plans
  - i. Follow the plans
  - ii. Support client employees in all areas of their work.
13. Ensure client employee pay sheets are filled out correctly by all departments and submitted for processing on time
14. Assign prices to merchandise per approved scale
15. Take in approved donations

16. Ensure all donated clothing is processed in the laundry before displaying for sale
17. Manage Inventory ensuring management team are aware of any inventory requirements/issues
18. Attend all training as set out by Sunset
19. 40 hours per week
20. Customer support to the general public
21. Organize merchandise in thrift store
22. Maintain the area of the Thrift Store in a neat, tidy, and clean condition at all times.
23. Puts items out for display.
24. Supervise / support client employees in this department
25. Supports client employees to assist in this department with their assigned duties
26. Gain understanding of each client employees support plans
  - i. Follow the plans
  - ii. Support client employees in all areas of their work.
  - iii. Provide training to client employees so they can complete assigned work
27. Complete training records for client employees following approved guidelines

**Key Deliverables: The JCP employee in the Assistant manager role:**

1. Develop the role of Assistant Manager / Thrift Store Attendant
2. Set up the point of sale system
3. Set up the Inventory control system
4. Set up the staff scheduling system
5. Develop employee policies
6. Develop customer service training process / protocols
7. Develop public relations process and protocols
8. Develop an operating routine for the thrift shop
9. Develop a reporting system – financials
10. Develop cash handling protocols and deposit processes
11. Develop a process for client worker interviews and selection process
12. Develop client worker (workshop) training process
13. Develop client worker support process and plans
14. Develop client / home communication process (how do we communicate with home and or caregivers).
15. Develop an operations manual for store management functions
16. Develop plan for the arrangement and management of store merchandise
17. Develop a price system
18. Develop a process for accepting donated items
19. Develop a process for approval of items to be sold or processed as rags (and sold on rag market)
20. Develop customer service routines and process
21. Develop store cleaning routine
22. Develop supplies ordering / requisition process
23. Develop storage process
24. Develop inventory control process
25. Develop consignment of goods process – taking in items for sale by outside producers
26. Develop a process for selection of client workers (workshop participants)
27. Develop training process for workshop participants
28. Develop a support plan for each client worker

29. Develop a time sheet process for payroll purposes for our client workers (workshop participants)
30. Develop a process for client worker safety training (workshop participants)
31. Prepare an operating manual for the position of Thrift Store Attendant

## **Position 2.**

- **Laundry Department Worker / Client Worker Support Staff**

1. Reports to Assistant Store Manager and Sunset management team
2. 40 hours per week
3. Customer support to the general public
4. Process payments
5. Works primarily in the Laundry Shop and other areas of the operation as required
6. Supervise / support client employees in this department
7. Supports client employees to assist in this department with their assigned duties
8. Gain understanding of each client employees support plans
  - i. Follow the plans
  - ii. Support client employees in all areas of their work.
  - iii. Provide training to client employees so they can complete assigned work
9. Complete training records for client employees following approved guidelines
10. Ensure client employee pay sheets are filled out correctly and submitted on time
11. Take in laundry from the general public, process the fluff and fold service
  - i. Support the client employees as they perform their duties in laundry
12. Take in commercial laundry, process and prepare for pick up.
  - i. Support the client employees as they perform their duties in Commercial laundry
13. If required pickup/drop off commercial laundry as per customer request
14. Maintain supplies, requisition for new supplies to Assistant Store Manager as needed
15. Ensure the MSDS binder contains information sheets on all products in use at this location. Update as per guidelines for updating MSDS
16. Maintain the area of the Laundry in a neat, tidy, and clean condition at all times.
17. Attend all training as set out by Sunset
 

Prepare an operating manual for the position of laundry worker Job Coach for client employees working 1-1 with each client employee on a rotating schedule ensuring all aspects of each job are covered in the training given
18. Create job descriptions as per approved format for each client employee job
19. Complete training records for client employees following approved guidelines
20. Ensure client employee pay sheets bare filled out correctly and submitted on time

- **Key Deliverables: The JCP employee in the Laundry Worker / Client Worker Support Staff role:**

1. Develop the operating process for the laundry area
2. Develop customer service routine and process for self-serve customers
3. Develop process for commercial laundry processing
4. Develop sales process for commercial laundry
5. Develop supply management process and storage of supplies for laundry facilities

6. Develop financial systems for the laundry, including billing and collection for commercial clients
7. Develop inventory management system for laundry facilities
8. Develop preventative maintenance plans for the laundry machines and equipment
9. Develop reporting process for maintenance issues
10. Develop reporting process for financial management
11. Develop the workshop process where client workers can participate.
12. Develop a client selection process
13. Develop a client worker support process
14. Develop client worker support plans
15. Develop a process for maintaining all MSDS sheets for the store.
16. Develop a process for client safety training in laundry (workshop participants)
17. Prepare an operating manual for the position of laundry worker Job Coach for client employees working 1-1 with each client employee on a rotating schedule ensuring all aspects of each job are covered in the training given
  
18. Supports client employees with their assigned duties
19. Gain understanding of each client employees support plans
  1. Follow the plans
  2. Provide ongoing training to client employees after initial training so they can complete assigned work
20. Create job descriptions as per approved format for each client employee job
21. Complete training records for client employees following approved guidelines
22. Ensure client employee pay sheets bare filled out correctly and submitted on time