



310 Brighton Ave. S, Buffalo, MN 55313
(763) 682-4178 ~ www.thewisepenny.com

APPLICATION FOR EMPLOYMENT

WELSTORES OF MINNESOTA, DBA WISE PENNY THRIFT SHOPPE

Position applying for: Store Supervisor

Store Supervisor Duties and Responsibilities:

- Facilitate daily store operation, including opening and closing store.
- Organize and monitor daily work, providing supervision, training, and direction to store employees and volunteers.
- Provide customer service by answering questions related to products, donations, returns, and answering incoming phone calls.
- Follow and maintain store operating policies and standards, including cash handling, totaling daily sales deposits, daily cleaning activities, and store safety and security policies.
- Assist with scheduling donation appointments, coordinate/maintain storage of incoming donations, and provide a positive, friendly experience for our donors.
- Assist with sorting and pricing incoming donations.
- Assist cashiers in customer service, escalated concerns, and trouble shooting.
- Create action list for following day activities.
- Order supplies as needed.
- Communicate information to manager so that the team can respond as necessary.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Act with integrity, honesty, and knowledge to promote the values and mission of Wise Penny.
- Ability to train employees and volunteers consistently and with the patience needed for repetitive training.
- Ability to maintain regular and consistent, punctual attendance.
- Available to work flexible hours that may include mornings, evenings, and weekends.
- Ability to engage with and understand our employees, volunteers, and customers, including discovering and responding to their needs through clear and pleasant communication.
- Strong supervisory and leadership skills.

Education and Experience:

High school diploma or equivalent.

Physical Requirements:

Prolonged periods of standing and walking.

Must be able to lift up to 40 pounds.

Applicant Information:

Name: _____
 First **M. Initial** **Last**

Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Other phone: _____

Email: _____

Applicant's Education:

<u>Name of School</u>	<u>Location</u>	<u>Number of years</u>	<u>Diploma/Major & Degree</u>
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High School: _____

Post-Secondary School
(College, trade school, etc.):

EMPLOYMENT HISTORY (Most recent first):

Job Title: _____

Employer: _____

Dates of Employment From: _____ To: _____

Starting Wage: _____ Ending Wage: _____ Full-time? ___ Part-time? ___ Temp? ___

Employer's Address: _____

Supervisor (Name & Title): _____

May we contact? _____ If Yes, Phone # _____

Job Title: _____

Employer: _____

Dates of Employment From: _____ To: _____

Starting Wage: _____ Ending Wage: _____ Full-time? ___ Part-time? ___ Temp? ___

Employer's Address: _____

Supervisor (Name & Title): _____

May we contact? _____ If Yes, Phone # _____

Job Title: _____

Employer: _____

Dates of Employment From: _____ To: _____

Starting Wage: _____ Ending Wage: _____ Full-time? ___ Part-time? ___ Temp? ___

Employer's Address: _____

Supervisor (Name & Title): _____

May we contact? _____ If Yes, Phone # _____

SKILLS: Please list skills/experience you have that apply to this position:

1. _____
2. _____
3. _____
4. _____
5. _____

Please describe why you are interested in this position:

REFERENCES: Please list name, relationship, and phone/email. These should be different than the supervisors listed above.

1. _____
2. _____

Please also attach a resume.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Please return your completed application via email: wisepennythrift@outlook.com or in person to Wise Penny Thrift Shoppe, 310 Brighton Avenue S., Buffalo, MN 55313; M-Sat. 10 a-4p

Questions? Contact Wise Penny store manager Brittany McFadden at 763-682-4178, or wisepennythrift@outlook.com