

FORT BEND WOMEN'S CENTER
JOB DESCRIPTION

**RESALE STORE
RECEIVING MANAGER**

REPORTS TO: Store Manager

SUPERVISES: Receiving Room Assistants
Volunteers
Community Service Workers

STATUS: Hourly, Non-exempt

RESPONSIBILITIES:

Responsible for assisting the Store Manager in the operation of the assigned Resale Store to generate funds for the operation of the FBWC. Assist the Store Manager in the responsible distribution of donations given to the FBWC.

DUTIES:

1. Assumes "Manager on Duty" role when scheduled.
2. Ensures prompt inventory flow to sales floor.
3. Makes decisions on recycle goods.
4. Responsible for recycle monthly sales goal
5. Maintain accurate donation reporting monthly.
6. Train volunteers & staff on job duties for back end operation.
7. Makes pricing decisions and trains other to effectively price as needed.
8. Ensures cleanliness and professional appearance of the Receiving Room at all times.
9. Act as the "Customer Service Front Person" with ALL donors at the back door. Ensures that donors are issued proper receipts and treated in a courteous manner.
10. Complete end of month donation reports, client furniture voucher forms and other reports as needed
11. Works with the HR/Volunteer Director to recruit and train volunteers when necessary.
12. Assists Manager in creating a positive FBWC culture through the agency's core values.
13. Must be able to meet the annual KPI's as defined for current year.
14. Other duties as needed and assigned.

HOURS: 40 hours per week including weekends

QUALIFICATIONS:

1. Minimum High School graduate. Some college preferred.
2. One-three years' experience in a retail, thrift store or a warehouse management environment.
3. Knowledge of business management practices.
4. Ability to work professionally with the public.
5. Ability to manage a diverse workforce.
6. Must be able to lift 30 lbs. or more and able to get on a 2-step ladder.
7. Must have reliable transportation
8. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Team Work)
9. Computer Skills: Ability to learn software program that manages inventory & POS reporting. Good computer skills. Working knowledge of Microsoft Word, Excel and Outlook.
10. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Team Work)

Employee Signature

Date