

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:**

Assists the Store Manager in all operations of the assigned Resale Store in order to generate funds for the Fort Bend Women's Center. Works closely with donors, store staff, agency logistics team, and volunteers to create efficient merchandise flow within the stores.

**DUTIES:**

1. Assumes Manager on Duty role when scheduled, making customer service decisions and bank deposits.
2. Sets the standard as the point of contact with all donors and volunteers to ensure they receive excellent treatment.
3. Ensures prompt inventory flow to sales floor.
4. Assists Store Manager in staff coaching and development opportunities.
5. Trains volunteers and staff on receiving operations, including inventory pricing.
6. Ensures cleanliness, safety, efficiency, and professional appearance of the receiving spaces.
7. Completes regular donation reports, client merchandise voucher forms, payroll, and other reports as needed.
8. Assists Store Manager in creating a positive FBWC culture by reinforcing the agency's core values.
9. Makes decisions on recycle goods.
10. Must be able to meet the annual KPI's as defined for current year.
11. Other duties as assigned.

**HOURS:** 40 hours per week including weekends

**BENEFITS:** Health, vision, and dental insurance: Life and LTD insurance, 403(b) retirement plan, Flex Spending Account, Health Savings Account, Employee Assistance Program, Paid Time Off, discount on store purchases

**QUALIFICATIONS:**

1. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation, and Teamwork)
2. Some college preferred. Minimum High School graduate.
3. One-three years' experience in a retail or warehouse management environment.
4. Knowledge of business management practices.
5. Ability to work professionally with the public.
6. Ability to manage a diverse workforce.
7. Must be able to lift 30 lbs. or more and able to get on a 2-step ladder.
8. Must have reliable transportation.
9. Must pass background check and drug screening.
10. Computer Skills: Expertise in Microsoft Office (Excel, Word, Outlook). Familiarity with POS systems and reports.

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Employee Signature

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Date