

**FORT BEND WOMEN'S CENTER
JOB DESCRIPTION**

**RESALE STORE
RECEIVING ASSISTANT**

REPORTS TO: Resale Store Manager
SUPERVISES: N/A

STATUS: Hourly/Non-exempt

RESPONSIBILITIES: Responsible for assisting with the operation of the receiving room.

DUTIES:

1. Assists in the merchandise flow from the receiving room to the sales floor in a timely manner.
2. Makes pricing decisions for merchandise.
3. Assists in donations from donors.
4. Meet productivity standards based on the daily productivity schedule.
5. Assists with stocking merchandise.
6. Responsible for organizing work stations and sorting areas each day.
7. Maintain good safety practices and communicates them to volunteers and community service workers.
8. Assist in housekeeping duties
9. Encourages donors to leave comments on the website.
10. Assists the Receiving Manager in creating a positive FBWC culture through the agency's core values.
11. Must be able to meet the annual KPI's as defined for current year.
12. Other duties as needed.

HOURS:

38-40 hours per week. Must be able to work weekends as needed.

QUALIFICATIONS:

1. Minimum High School Graduate or equivalent.
2. Ability to work professionally with the public.
3. Ability to function as a team leader.
4. Must be able to lift 30 lbs. or more and able to get on a 2-step ladder.
5. Must have reliable transportation.
6. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Team Work)
7. Must pass background and drug test.

Employee Signature

Date