

Homeless Emergency Project

JOB DESCRIPTION

TITLE: Store Donation Coordinator
IMMEDIATE SUPERVISOR: Thrift Store manager
DEPARTMENT: Thrift Store
FLSA: Non-Exempt
EEOC/DFWP

Position: Full-time/40 hours per week

General Summary:

The Store Donation Coordinator is responsible for opening and closing the store when manager is not present and is responsible for processing all donations with the help of volunteers in a timely manner to ensure adequate product for showroom floor sales. This position will oversee all volunteers. Other duties are as assigned by Store Manager.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Volunteer supervision

- Oversee volunteers including Project Pride, Community Service, and volunteers from the community
- Have tasks and or projects ready for clients, volunteers and workers to complete. Redirect if necessary.
- Verify and sign off on community service and client timesheets and route forms appropriately.

Store

- Ensure that all backroom supplies are ordered, received and stored.
- Communicate supply needs to Manager.
- Attend to cash register as needed.
- Help manager with displaying and staging store furniture and decor.
- Back-up driver on Box truck as needed.

Back room Processing

- Sort and process hard goods, and notify manager of higher-end items and antiques.
- Develop a process for inventory recording of high-end items includes routing such items to a secure location, (manager's office) as soon as is possible for the Manager to assess and price.
- Collaborate with Store Manager to determine appropriate price.
- Price other hard goods and place on sales floor.
- Ensure that back door is monitored at all times for donor drop offs.
- Assist customers dropping off donations in a timely manner.
- Receive and manage all donations in back room.
- Ensure all soft goods are separated and bagged properly according to recycling guidelines and ready for pick up.
- Ensure clothing suitable for sale is hung on correct size and type hanger and neatly tagged on garment label.
- Properly price garments based on condition and brand.
- Appropriately hang garments on sales floor according to store policy.
- Sort linens in a timely manner, recycling or discarding appropriately.
- Replenish merchandise in linen department as needed.
- Ensure "start up kitchen" and "start up linens" requests are filled in a timely manner.

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KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:

- Proficient in operating cash register and credit card terminal including processing payments, discounts and refunds
- High School degree, diploma or GED equivalent qualification from certified college or 2-4 years of equivalent experience
- Should possess good written and verbal communication skills
- Ability to work with the public, including volunteers
- Ability to work within a team and meeting assigned targets.

WORKING CONDITIONS:

- Up to 100% of the shift requires moving about on foot.
- Continuous use of hands and arms, continuous bending, reaching and twisting.
- Ability to lift up to 35 lbs. as needed.

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

Employee signature

Date