

The Sharing Center Position Description

Title of Position: Distribution Center Manager

Department: Thrift Program

Reports to: Director of Store Management

Summary: Oversee the day to day operations of the Distribution Center receiving and Thrift Program Fleet.

Responsibilities include:

- Work with Store Management to keep stores full and stock levels balanced.
- Work with Vendors and Salvagers to maintain integrity of goods
- Develop and maintain relationships with other Nonprofits to outreach donations we cannot sell in the Thrift Stores.
- Develop and implement Distribution Center and fleet policies and procedures.
- Greet and be friendly to donors
- Sort and determine sellable goods
- Manage and oversee volunteers and staff in the Distribution Center.
- Maintain the organization and safety of the Distribution Center.
- Ensure compliance of opening and closing procedures in the Distribution Center.
- Maintain confidentiality of volunteers, staff, and clients
- Complete schedules for Distribution staff, including the truck drivers.
- Maintain maintenance and safety of the vehicles used in the Thrift Program.
- Other duties as assigned

Time requirements:

Full-time 40 hours per week requiring availability on Saturdays and holidays

Qualifications:

- Heart for the ministry
- 2 years management/supervisory experience preferred
- Team player
- Excellent organizational skills
- Basic retail experience, customer service
- Computer knowledge
- Ability to take and give direction
- Able to lift/move 50 pounds
- Able to multi task
- Budget conscious

Salary_____

Employee_____

Date_____