

Back Room Operations Coordinator Position

Full Time – 35 hours

Job Duties

Oversee all back-room operations including:

- Receiving donations and organizing receiving areas (docks and receiving rooms) for goods to be processed.
- Work with volunteer department heads to make sure the needs in their areas are met with regard to donations.
- Make sure safety regulations are being met
- Oversee the processing of donated furniture from the receiving area to the retail area in a timely manner.
- Oversee the volunteers – testers and furniture processors assigned to work in the back room area delegating job duties as needed
- Manage drop off traffic flow when receiving goods
- Generate donation receipts with the donor database in the ThriftCart POS system.
- Schedule and oversee donation pickups using the ThriftCart module

Work with the general manager and assistant manager to ensure thorough communication between the receiving and retail areas.

Excellent customer service skills required.

Must be able to lift at least 50 pounds and stand for extended periods of time

3/5/2023