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Description automatically generated The Hartville Thrift Shoppe

**Job Title:** Donated Goods Manager **Full Time Equivalent:** 1.0 FTE

**Synopsis:**   
The Donated Goods Manager is responsible for donated goods management from receiving, into production and into the back end. This position is also responsible for facilities maintenance. This person is responsible to the Executive Director of the Thrift Shoppe.

**Assignment Description:**

The Hartville Thrift Shoppe seeks to be a friendly, caring presence in the community, showing value and respect to all. Practicing and promoting faithful stewardship and care for God’s creation and raising funds for MCC are also key components to the mission statement of this and other MCC Thrift Shops.

**Duties:**

**Donations Management**

* Supervise and support donation attendants and volunteers moving donations into production and through the production process
* Works closely with store manager to support production and product rotation
* Help develop and supervise process to pick up and deliver donations with a truck

**Warehouse Operations**

* Supervise and support warehouse staff and volunteers
* Work with warehouse staff to ensure proper handling of stored product, salvage and trash
* Lead the expansion of warehouse operations expanding the sales floor to accommodate expanded furniture sales and donated building material

**Facilities Management**

* Do light maintenance on the building as needed
* Oversee volunteer, staff and vendors who work on the building

**General Operations**

* Support the work of volunteers by expressing appreciation both formally through volunteer appreciation events and informally on a day-to-day basis.
* Create a culture of high morale (have fun) and great customer service.
* Promote the mission of the shop and MCC to various constituencies and the community both in the shop and outside of the shop.
* Other duties as assigned by the Executive Director

**Other Requirements**

* Ability to lift 50 lbs.
* Ability to operate material handling equipment including a forklift
* Commitment to supporting the mission of the Hartville Thrift Shoppe, the work of MCC and those we serve
* Customer service skills
* Ability to work with long periods of standing, bending and carrying
* Ability to be flexible and positive in a fast-paced environment where priorities change quickly
* Ability to communicate effectively with donors, customers, volunteers and staff
* Ability to work Saturdays and some holidays
* Problem solving and organization skills.