



The Place of Forsyth County

Position: Retail Warehouse Manager

Classification: Full-Time (must work 2 Saturdays a month)

Reports To: Thrift Store Manager

Supervises: Warehouse staff, community service volunteers, volunteers

SUMMARY

As a key role in the successful operation of the thrift store, the Warehouse Manager is responsible for creating and maintaining an atmosphere that engages and encourages employees, volunteers and community service workers to work diligently and efficiently. This will include overseeing thrift store drop-off donations, pick-up donations, keeping the warehouse clean and safe, and working with the thrift store manager to keep fresh products moving to the sales floor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with maintaining daily operations of the warehouse including ensuring proper donation inventory in all staging and storing areas.
- Unload, inspect, and store all donations and deliveries arriving at The Place facility.
- Train and supervise warehouse staff, community service volunteers, and volunteers to ensure smooth operations.
- Monitors floor product inventory and ensures new products are moved to sales floor in a timely manner.
- Operate forklift & other equipment used to move pallets.
- Create and maintain a friendly and engaging atmosphere.
- Organize and maintain the warehouse to ensure maximum cleanliness (free of clutter and various hazards) and efficiency of space.
- Participate in annual physical inventory counts.
- Represents The Place in a professional manner at all times.
- Ensure security of donations and the warehouse.
- Assist manager in daily operations.

QUALIFICATIONS AND EXPERIENCE

- High school diploma or G.E.D.
- Ability to prioritize and multi-task.
- Self-starter
- Ability to work with a diverse group of people.
- Ability to train, observe, and tactfully hold others accountable.
- Ability to stand and move around the duration of the day.
- Ability to work in sometimes cold and hot environments.
- Ability to be around dust.
- Ability to lift objects at times heavier than 30lbs.
- Safely operate pallet jacks & forklifts/Forklift Certified or get certified.

- Flexible and adaptable to handle interruptions, maintain focus on tasks and produce accurate work.
- Possess an appreciation for all races, religions, sexual orientations, and backgrounds.
- Possess a non-judgmental attitude towards people of lower socio-economic means, criminal histories, and any other personal differences.
- Must pass background check and drug screen.

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Place prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; genetic information; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Name: (print) _____

Signature: _____ Date: _____