

# Country Gift & Thrift Shoppe Job Description Donation Room Team Leader

## Reports to the General Manager

### Qualifications:

- 1) Understand, believe in and promote the work of MCC.
- 2) Understand that this is a full-time position.
- 3) Be able to lift 50+ lbs.
- 4) Enjoy working with people; have a courteous and friendly manner with staff, volunteers & customers.
- 5) Be able to follow through with management tasks and oversee staffing needs.
- 6) Be flexible with time management. Extra hours may be required when donations are heavy, and likewise when donations are light it may result in fewer working hours.
- 7) Have an awareness of resalable items.

### Responsibilities & Duties:

- 1) Be familiar and understand what CG&TS accepts as donations.
- 2) Be present in Donation Room at all times or have coverage.
- 3) Greet Customers when dropping off donations.
- 4) Assist Customers with their items.
- 5) Help assist with keeping the Donation Room organized.
- 6) Manage and oversee the Donation Room; sorting all items according to appropriate departments.
- 7) Carry phone/walkie-talkie at all time during shift.
- 8) Assist in hiring as needed.
- 9) Track the hiring dates of staff under the Donation department and provide annual reviews on their anniversary. Report feedback to the Manager.
- 10) Train staff and/or volunteers on how to price and sort (what to keep and what to throw away).
- 11) Oversee that items from the donation room are being distributed to the appropriate department.
- 12) Take time to visit other thrift shops to gain awareness of what items we can sell.
- 13) Oversee that valuable items are going to our Silent Auction/Antique Department.
- 14) Oversee that the Donation work area & Shoppe are neat & clean.
- 15) Oversee clean up at the end of each work shift by providing a checklist and having staff initial/date it.
- 16) Coordinate that the trash and recycling are taken out daily.
  - a. Oversee dumpster. Call to increase or reduce scheduled pick-ups as needed.
- 17) Oversee that the medical supplies are being picked up before running out of storage space.
- 18) Oversee volume of donations and, if needed, reach out to other sister shops to see if they could provide CG&TS with their overflow.
- 19) Organize storage by department and season.

### Please Note:

This no doubt is an extremely important position. It is understood that the candidate for this position will do their best to provide items for resale at a reasonable price. Donations are given to Country Gift & Thrift Shoppe believing that every effort possible will be given to generate money to help those in need. With that in mind, any items desired for self-purchase must be priced by another Team Leader or the Manager.

### Working Hours:

5 days per week Mon., Tues, Thurs, Fri & Sat - 8 hrs. per day -- Overtime may be required and must be approved by Manager.

### ACCEPTANCE:

Your integrity is valued in abiding to all the above. It is also agreed that with this responsibility, the proposed salary must remain confidential.

By signing this document, I understand and agree with all the above responsibilities and duties for this position and will report to the General Manager regularly.

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_