

TC Resale & Donation Center JOB DESCRIPTION

Position: Distribution Center Manager

Salary Range: Open

Vacation: See "Staff Policies and Procedures Manual"

Selection Procedure:

The selection process shall consist of an oral interview weighed 50 percent and evaluation of educational, work related and training experience weighed 50 percent.

General Statement of Adult and Teen Challenge Pacific North West Ministries

The Mission Statement of ATCPNW proclaims we endeavor *"to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive. Teen Challenge shall endeavor in its efforts to help people by enriching their lives with actual work experience to enable them to become profitable members of their community."* TC Resale & Donation Centers are an intrinsic component to the ministry of ATCPNW. They provide educational opportunities for students to learn job skills and positive work ethics as well as provide a source of revenue for the ministry.

General Statement of Duties & Responsibilities:

This position requires specific responsibilities for:

- 1) Planning, development, implementation and administration of the Distribution Center;
- 2) Acquisition, purchasing, inventorying, pricing, maintenance, repair, storage and management of required items utilized in conjunction with the warehouse operation;
- 3) Preparing of statistical data reports as required;
- 4) Participating with managers formulating and effecting policy and procedure;
- 5) Overseeing manager, staff, intern, and student participation in Distribution Center vocational training assignments

This position entails a working material style function - includes lifting, driving, bending, standing, sorting, marking, displaying and cleaning.

Supervision Received:

1. The employee will work under the direct supervision of an Area Manager who determines goals, assigns work and reviews performance for overall effectiveness through reports, observation, business evaluations and conferences.
2. The employee works indirectly under the supervision of the VP of Business Development who establishes the direction and processes that are executed throughout the Business Development Team (BDT)
3. The employee shall exercise a high degree of independent decision making and judgment in relation to scope of duties and responsibilities.

Supervision Exercised:

Exercises full supervision of the Distribution Center and other areas of designated responsibility, including participation in the selection of new personnel, training, performance evaluation, responding to grievances and disciplinary problems. Supervision of managers, staff, volunteers, interns and students is a regular responsibility of this position.

Examples of Principle Duties: (Examples do not cover all duties that will be performed).

1. A thorough working knowledge of all program policies and procedures relative to assigned scope of duties and responsibilities included in the ATCPNW "Staff Policies and Procedures Manual", "Thrift Store Manual", "Crisis Manual", "Safety Manual", and the "Student Manual".
2. Possess good standards of personal hygiene and a clean neat appearance including prescribed standards for hair and dress.
3. Acts as primary liaison for contacts with persons regarding the ministry of ATCPNW and the Distribution Center.
4. Plans, assigns, reviews and coordinates staff, volunteers and students daily work schedule for the warehouse/processing center component.

5. Assembles data and prepares regular and periodic reports pertaining to the work and overall effectiveness and management of the warehouse component.
6. Responsible for inventory, maintenance, repair, purchasing and storage of the following: a) tools; b) equipment; c) marking and pricing supplies; d) job materials and supplies; e) donations, etc.
7. Opening and closing responsibilities of the warehouse component during designated hours of operation,
8. Preparation of job task performance evaluations for each employee, volunteer and student are required.
9. "Safety Captain" of the Warehouse, promotes job safety among workers.
10. Oversees donation pick-up and delivery processes/schedules between the warehouse and stores.
11. Oversees sorting processes and pricing of merchandise.
12. Works to enhance a student's job skills and work ethic.
13. Availability and cooperativeness to assist in areas of the program as required by staff personnel;
14. Other related work as required.

Recruiting Requirements - Knowledge, Skills and Ability:

1. A working knowledge of the methods and practices of supervision and the ability to carry them out.
2. A working knowledge of administrative procedures and the ability to apply those principles.
3. A working knowledge of administrative record keeping procedures and accounting principles and practices
4. Considerable ability to work harmoniously with other staff personnel and supervise the work of subordinate employees
5. An ability to communicate effectively in both oral and written form
6. Emotional maturity.
7. Professional objectivity.
8. The ability to act in a Christian manner.
9. The ability to carry out recommendations and directives of the VP of Business Development, Area Manager or designee.

Experience and Training:

1. High School Graduate or Equivalent.
2. Experience that enables an individual to effectively manage, oversee and operate a warehouse facility, effectively interact, work with and supervise staff, volunteers and students participating in the warehouse day to day operations.

Special Requirements:

The employee must be currently in possession of a valid driver's license in State of residence.