

Job Description: Production Coordinator



General Description

This position will be responsible for:

- † Managing the various components of incoming donations and inventory

General Qualifications and Requirements

The qualified candidate will have an ability to adapt quickly to handle a fast-paced and ever-changing environment. The ability to equip, train and manage service groups and weekly volunteers is a key component to this role. The candidate will be highly process-oriented and be equipped to train others in standard work to maximize labor output. Ensuring safe practices are being followed by volunteers will be a primary responsibility for the person in this role.

Teamwork is essential to the success of this role. This position works closely with and reports directly to the Thrift Store Manager. This position would require 40 hours per week and is located at the Well Thrift Store. There will be some evening and weekend hours associated with this role.

Desired Skills and Character Traits (*1 Timothy 3:1-13*)

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|---|---|
| † Servant-minded and submissive in spirit | † Flexibility |
| † Hospitable & welcoming | † Disciplined with time and effort |
| † Able to respond with sensitivity | † Prompt |
| † Team player | † Organized, detail oriented, and process focused |
| † Exemplary integrity and work ethic | † Able to maintain confidentiality |
| † Teachable spirit | † Professional |
| † Discerning in conversations | |
| † Eagerness to contribute | |

Desired Spiritual Gifts (*1 Corinthians 12:1-31; Romans 12:1-21*)

- † **Administration:** Able to develop and manage people and organizational systems
- † **Exhortation:** Able to encourage and motivate volunteers, donors, and supporters; gracious with others in all situations
- † **Serving:** A focus on meeting needs, both in those we serve and those that serve alongside us
- † **Leadership:** Able to lead others by example with clear direction and wisdom
- † **Hospitality:** To warmly welcome people to better serve those in need

Key Areas of Responsibility

Manage donation inflow & sorting to defined processes

- † Be the first friendly point of contact with donor. Uphold The Well's professional and welcoming vision.
- † Monitor, maintain and train other volunteers on proper language at the donation door.
- † Maintain and direct receiving donation process at the donation door.

Volunteer coordination

- † Train, equip and supervise repeat volunteers in standard work and defined processes in the donation sorting and inventory storage.
- † Coordinate and work alongside one-time service groups to accomplish tasks in the donation area.
- † Regularly audit work being done by volunteers to ensure compliance and quality are meeting our quality standards and standard work processes

Inventory

- † Monitor clothing inventory levels and keep the first in, first out process
- † Maintain holiday sorting and storage of totes.
- † Maintain seasonal clothing totes.
- † Monitor inventory of multiples of certain products, ex. hangers, yarn, etc.
- † Monitor furniture room space and continued replenishment of new pieces being brought to sales floor
- † Help customers with loading of furniture and unloading of donations

Other requirements

- † Ability to see in color vision, to read and to hear instructions from others; to regularly stand, use hands at counter height for grasping, holding and reaching and to lift up to 50 pounds; to occasionally, bend, kneel and climb stairs.
- † Must become fork-lift and lift certified (training provided)
- † This role will cross-train with the Thrift Associate and Pricing Associate
- † Other responsibilities as needed for the team and directed by the Manager
- † This role may include some evening and weekend hours as needed