



Bringing Healing & Hope to survivors of domestic violence and sexual assault

Job Title:	Receiving Associate	Job Category:	
Department/Group:	Thrift Wise Store	Job Code/ Req#:	
Location:	Stafford, TX	Travel Required:	To agency locations
Level/Salary Range:	\$11 per hour	Position Type:	Full-Time; Non-Exempt
HR Contact:		Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	https://fbwc.org/who-we-are/join-our-team/job-application.html		
Internal posting URL:	Contact HR		
Job Description			
<ul style="list-style-type: none"> • Resale Store <p>RESPONSIBILITIES: Responsible for assisting with the operation of the donations receiving room.</p> <p>DUTIES:</p> <ul style="list-style-type: none"> • Assists in the merchandise flow from the receiving room to the sales floor in a timely manner. Makes pricing decisions for merchandise. • Assists in donations from donors. • Meet productivity standards based on the daily productivity schedule. • Assists with stocking merchandise. • Responsible for organizing workstations and sorting areas each day. • Maintain good safety practices and communicate them to volunteers and community service workers. • Assist in housekeeping duties • Encourages donors to leave comments on the website. • Assists the Receiving Manager in creating a positive FBWC culture through the agency's core values. • Other duties as needed. <p>HOURS:</p> <ul style="list-style-type: none"> • 38-40 hours per week. Must be able to work weekends and some holidays, as needed. <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Minimum high school diploma or equivalent and at least 2 years related experience; some college preferred. • Ability to work professionally with the public. • Ability to function as a team leader. • Must be able to lift 30 lbs. or more and bend, reach, stoop on a regular basis. • Must have reliable transportation. • Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Teamwork) • Must pass background and drug test. 			

Employee Signature: _____

Date: _____



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Supervisor Signature: _____ Date: _____