

Job Title: Team Lead – General Processor

Location: South Grimes on Highway 141, 1 mile off I-80

Position: Full-Time

Starting Salary: Starting at \$10.00 - \$11.50 + \$250 90-day bonus



We are looking for a valued team member to be a part of our family-like culture, to bless others through our work. Our goal is to maximize resources to create a positive impact. We strive to create a meaningful experience for those we come into contact with on a daily basis. We are transforming together, to be love in action, in a broken world.

Organization

Voted the Best Thrift Store in the Des Moines Metro, Many Hands Thrift Market creates meaningful shopping experiences through selling high-quality, second-hand goods.

Owned and operated by the non-profit Many Hands for Haiti, all profits generated from the retail operations go to support local and global missions.

For more information, please visit <https://www.manyhandsthift.com> and www.mh4h.org.

Position Information

The General Processor coordinates with the management team to oversee the people and processes involved with all aspects of hard goods and soft goods operations – donations, sorting, processing, displays, and pricing of clean and salvage. They maintain standards in the organization and safety of merchandise areas and work with the management team to transfer floor-ready inventory to the sales floor.

Essential Duties and Responsibilities:

- Maintains product level and quality of merchandise to support retail budget
- Monitors and ensures a smooth process for all donation functions, while adhering to and enforcing security, audit, and control procedures.
- Fulfills the duties of all general processing staff (if needed) to include providing excellent customer service to donors, greeting donors, safely unloading donations from vehicles, completing donor receipts (if needed), and sorting donated items into designated categories.
- Processing hard goods and soft goods to be ready to sell on the floor.

Other Duties and Responsibilities:

- Keep abreast of market trends to determine the need for improvements in the store
- Brand awareness for optional pricing
- Analyze sales and revenue reports and make forecasts
- Ensure the store fulfills all legal health and safety guidelines
- Train, coach, and develop associates
- Assist management team with scheduling and maintaining proper staffing levels as it relates to service levels and budgets.

- Establishes and delivers efficient and effective methods and procedures for work simplification and material processing.

Job Requirements

- High school diploma or equivalent plus three years of fast-paced, retail management or other relevant work experience
- Possess a highly developed sense of customer service and interpersonal skills including high integrity, respect for all individuals (customers, vendors, and employees), strong critical and analytical thinking skills, and appreciation of diversity
- Knowledge of retail management best practices
- Ability to perform basic math calculations
- Ability to effectively communicate in English, both orally and in writing
- Ability to read and comprehend internal documents related to store operations
- Ability to perform continuous walking, stooping, standing, bending, kneeling, and climbing for a prolonged period of time (up to 7 hours per 8-hour shift), as well as lift up to 30 pounds repeatedly, and occasionally up to 50 pounds.
- Committed to and support of the mission and vision of Many Hands Thrift Market and Many Hands for Haiti
- Ability to treat others with respect regardless of age, sex, race, or status

Special Position Requirements

- Work a flexible, full-time schedule to include days, evenings, weekends, and holidays

Benefits

- Paid Holidays and Paid Time Off
- In-store discount
- Retirement Plan
- Short-term and Long-term Disability Insurance
- Life-Insurance
- Fun, fast-paced work environment

Contact

Apply on our website or Facebook.