



Household Goods Processing Supervisor

JOB SUMMARY:

The Apparel Goods Processing Supervisor reports to the Assistant Director and coordinates the household goods receiving, sorting, pricing and distribution. The position is responsible for maintaining an efficient workflow for the sorting, pricing and distribution work area and coordinate activities with the rest of the Thrift Store team. The position is also responsible for training and monitoring the performance of volunteers and to promote a strong inclusive team environment.

HOURLY RATE AND STATUS: \$12.25-13.00/HOUR 20-24 Hours per Week
(Non-exempt Classification)

OPEN UNTIL FILLED – Applications will be considered immediately and the position is open until filled.

DUTIES AND RESPONSIBILITIES:

- Supports the mission of PACS.
- Maintain an efficient workflow for the sorting, pricing and distribution of household goods.
- Provide orientation, training and coaching to volunteers who support the household goods work area.
- Oversee the accurate assessment, pricing and management of large volumes of materials.
- Provide an efficient and effective system for processing and distributing large quantities of goods.
- Maintain neat, orderly, and safe work area.
- Identify and assist in the resolution of communication problems and conflicts that may arise with staff and volunteers in the household goods work area.
- Maintain a positive team environment that fosters the dignity and growth of volunteers and staff working in the household work area.
- Coordinate activities with other Thrift Store staff to ensure continuity of work practices.
- Performs other related duties as assigned.

QUALIFICATIONS:

Minimum of high school education or GED. Experience working in retail or related field preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Time management and strategies for prioritizing and organizing work;
- Retail or related workflow operations;
- How to function in a team environment;
- Impact ethnicity, race, national origin, and gender have on communication and interaction;

Skill in:

- Coordinating activities of small team;
- Ability to follow and improve work area policies and procedures;
- Communicating in a diverse environment;
- Problem-solving and ability to meet deadlines;
- Must perform work with an attention to details and accuracy.

Able to:

- Operate a variety of equipment such as price labeling tools;
- Engage effectively with an ethnically and culturally diverse population;
- Effectively communicate with volunteers and co-workers;
- Ability to interpret pricing guidelines and teach others how to price;
- Work independently and in a team environment.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work is performed requires prolonged standing, physical exertion, carrying equipment and supplies, reaching overhead, and lifting up to 35 pounds. Significant interaction with volunteers.

HOW TO APPLY

To be considered for this position, submit a cover letter describing your interest in this position and a complete resume to mark.fulop@pacsonline.org

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