



# MINISTRIES & THRIFT STORE

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## Warehouse Coordinator

**Supervisor:** Director of Retail Ministry  
**Hours:** As required to meet directive – Minimum 40 hours per week

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**Directive:** Responsible for the overall day to day operations of the warehouse departments.  
Convey and enforce employee handbook.  
Aid in the overall development of Hope Outreach, and be a visible influence within the community.  
Promote Hope Outreach, its vision and mission.

### Specific Responsibilities:

#### Department Management:

- Implement and enforce policies and procedures concerning production
- Ensure regular movement of goods to the store
- Apply a uniform pricing strategy
- Ensure that departmental supplies are well stocked and reordered through bookkeeper
- Determine what departmental areas need specific attention throughout the day
- Provide support for each department as needed
- Communicate daily operational needs with all coordinators

#### Receiving and Recording:

- Ensure that items donated are received in a friendly and professional manner
- Provide tax receipts for donors
- Ensure input/output is recorded

#### General:

- Notify Director of Retail Ministry of any needs or problems within your area
- Oversee Community Service and Community Care workers in accordance with policy
- Provide a weekly production sheet to Director of Retail Ministry
- All other duties assigned by the Director of Retail Ministry

#### Personnel:

- Conduct employee meetings as needed to maintain flow of operations
- Ensure departmental coverage, watch for overtime, report needs to HR
- Communicate current employee conditions with HR
- Promote safety, report safety needs to Safety Coordinator
- Provide or arrange for job task orientation and training within your area
- Conduct periodic job performance evaluations, at least annually and after first 90 days

#### Qualifications

- Must be a self-starter and possess motivational skills
- Must be dependable and responsible person of integrity
- Retail and/or management experience is a plus
- Actively involved in a local denomination with recommendation of a local pastor
- Follow scriptural standards of behavior