



# JOB DESCRIPTION

**JOB TITLE:** VINE Home Thrift Store Warehouse Manager  
**CLASSIFICATION:** Non-exempt  
**REPORTS TO:** VINE Home Thrift Store Manager  
**LAST UPDATED:** October 5, 2022

## MISSION

VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

## POSITION SUMMARY

Under the supervision of the VINE Home Thrift Store Manager, the VINE Home Thrift Store Warehouse Manager will be responsible in assisting the manager run the daily operations of the VINE Home Thrift Store.

## ESSENTIAL FUNCTIONS

1. Drive Store Box Truck to pick up donations and help process donations in the warehouse.
2. Perform minor repairs and clean furniture and donations as needed
3. Assist customers loading donations into their vehicles. Evaluate and determine whether to accept or decline donations brought to the store.
4. Sort, organize and price items based on store guidelines.
5. Assist Manager in the daily operations of the store.
6. Eventually learn to run the cash register and perform end of day procedures closing out the register, preparing the daily totals and taking the daily deposit to the bank.
7. Perform opening and closing procedures at the store as needed
8. Provide excellent customer service while at the store and on the truck.
9. Eventually answer phone calls and schedule pickups on approved dates and times.
10. Perform other duties as assigned.

## COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Be able to drive a 15 foot box truck (Automatic Transmission).
- Possess or be able to obtain Health Card to drive store truck. No CDL required.
- Pass a criminal background check.
- Ability to use basic hand tools is required.
- Move items around the store using carts, dollies, and other devices.
- Stand for long periods of time and continually move, lift, bend and organize items around the store, in the warehouse and while picking up donations while on the truck. Items will often exceed 70lbs so ability to lift this amount will be required on a regular basis.
- Keep open and accurate communication with the manager regarding any store issues.

## EDUCATION AND EXPERIENCE

High school diploma or equivalent. Previous Truck and Warehouse Experience preferred.

## ADDITIONAL ELIGIBILITY QUALIFICATIONS

VINE requires all employees to be vaccinated against COVID-19 unless they qualify for an accommodation.



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## **POSITION TYPE**

Full time position (Flexible hours between 32-40 hours per week). Typical workweek is flexible but will be between Tuesday through Saturday. No Mondays, Sundays, nights or overnights are required.

## **SUPERVISORY RESPONSIBILITIES**

This position may be asked to supervise designated employees and work with approved volunteers when manager is not present.

## **WORK ENVIRONMENT**

This position is located inside a retail building setting which includes a warehouse and also significant time driving a truck. Donations are picked up from individual homes, apartments, businesses and other facilities and locations requiring time outdoors in various weather conditions.

## **PHYSICAL DEMANDS**

The position includes extended hours of standing, walking, and working on your feet. There is continual moving with lots of lifting, bending, walking and moving furniture and items of all sizes. Frequent contact with the public in the store and while on the truck picking up donations.

## **TRAVEL**

Minimal travel may be required for special functions or to meet at the VINE Adult Community Center.

## **EQUAL OPPORTUNITY EMPLOYMENT**

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

## **SIGNATURES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_