



# JOB DESCRIPTION

**JOB TITLE:** VINE Home Thrift Store Truck & Warehouse Manager  
**CLASSIFICATION:** Non-Exempt (Hourly)  
**REPORTS TO:** VINE Home Thrift Store Manager  
**LAST UPDATED:** February 6, 2023

## 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 Truck and Warehouse Manager will be responsible in assisting the manager run the daily operations of the VINE Home Thrift Store.

## ESSENTIAL FUNCTIONS

1. Assist Thrift Store Manager with daily operations of the store, including scheduling, coordination of staff and volunteers, merchandise rotation, warehouse oversight, closing and opening routines.
2. Drive Thrift Store truck, assess donations, and move/transport furniture with the help of other staff or volunteers.
3. 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.
4. Perform opening and closing procedures at the store as needed.
5. Supervise staff and volunteers when manager is not at the store.
6. Provide excellent customer service while at the store, answer phone calls, and schedule pickups on approved dates and times.
7. Help resolve staffing and customer issues when manager is not available.
8. Sort, organize, and price items based on store guidelines.
9. Assist customers unloading donations from their vehicles and loading purchases into vehicles. Evaluate and determine whether to accept or decline donations brought to the store or while on the truck.
10. Perform other duties as assigned.

## COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Possess or be able to obtain a Health Card to drive store truck (no CDL required).
- Be able to run cash register, answer phone calls, and assist customers.
- Must pass a criminal background check.
- Perform basic cleaning and minor repairs of donations and other items at the store.
- 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 and in the warehouse.
- Keep open and accurate communication with the manager regarding any store issues.

## EDUCATION AND EXPERIENCE

High school diploma or equivalent. Previous retail and supervising experience preferred.



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## **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

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

## **POSITION TYPE**

Full-time position. Typical workweek is flexible but will be Tuesday through Saturday, with occasional Mondays. No Sundays, nights or overnights are required.

## **SUPERVISORY RESPONSIBILITIES**

This position will supervise designated employees and work with approved volunteers.

## **WORK ENVIRONMENT**

This position is located inside a retail building setting including a warehouse. Position includes driving store truck which will include working outside as needed picking up donations.

## **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.

## **TRAVEL**

Minimal travel may be required for special functions or to meet at the VINE Adult Community Center. Regular travel using store truck while picking up donations.

## **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 \_\_\_\_\_