

JOB POSTING

**The Florida United Methodist Children's Home, a Nonprofit organization,
is currently seeking applicants for the following position**

Warehouse Coordinator

**We are a faith-based organization, creating an atmosphere which enables children
and families with special needs to experience God's love and care
as presented in the life and ministry of Jesus Christ.**

SUMMARY

The Warehouse Coordinator is responsible for receiving, sorting, pricing, and preparing donated items for display in the thrift store. This position is a one of three key holders and is a back-up to management.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED equivalent—retail/resale experience preferred

QUALIFICATIONS

- Must have a valid Florida Driver License
- Must be physically fit. This job involves, stretching, walking and lifting boxes, bins and bags up to 75 pounds
- Must have good organizational skills
- Must have good communications skills with volunteers, donors, staff, and customers
- Ability to sort items based on established standards
- Ability to determine condition of items and fairly price items based on established standards
- Ability to work independently
- Must be able to efficiently coordinate volunteers
- Retail experience is helpful
- Have sensitivity to the service population's cultural and socioeconomic characteristics

PRIMARY DUTIES AND RESPONSIBILITIES

- Receive, sort, price, and display donated items
- Coordinate volunteers in the resale shop and warehouse ensuring compliance with established policies and procedures, processes, and displays
- Maintain hanging and shelving displays and fixtures in the show room
- Ensures displays are attractive, neat, and orderly—including rotating and re-stocking store merchandise in order to ensure quick turnover
- Determine fair pricing of items based on condition and whether items are collectible/antique
- Maintains orderliness and cleanliness of the warehouse area and public bathrooms
- Prepare items for pickup by salvage company
- Coordinate items for dumping
- Assists the Field Representatives in scheduling deliveries and pick-ups
- Assists Management in backing up Customer Service Representatives
- Covers opening or closing responsibilities of store to cover management days off

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities in regards to coordinating volunteers.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

**If you are interested in the above position, please submit a resume via email to
jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources**