

# JOB DESCRIPTION

<b>Position Title: Warehouse and Facility Manager</b>	<b>Reports To: President of the Board</b>
<b>Department: Programs</b>	<b>Number of People Supervised: Scheduled Volunteers</b>

## Position Summary

Working under the supervision of the TT Board President, the Warehouse and Facility Manager is responsible for the daily operations of the warehouse which includes, but is not limited to, coordination of in-kind donation receiving, inventory control, cleanliness, organization, planning, stock rotating, customer service, order fulfillment, pick-up and deliveries and assisting volunteer training and supervision.

## Job Responsibilities

The following statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Teachers' Teammates may change the specific job duties with or without prior notice based on the needs of the organization.

## Essential Duties and Responsibilities

### Warehouse (3,000 sq. ft.):

- Manages product receiving, transfers, and rotation
- Manages logistics of sorting, storage, distribution and assists in donation processing
- Ensures efficient and effective use of warehouse space to include layout and future capacity requirements

### Inventory:

- Assists the TT Board President in developing and executing general systems and procedures for inventory control
- Conducts periodic or special inventory audits and reconciles physical counts
- Ensures that the quality of product and service within the warehouse is maintained at the highest possible standards
- Assumes responsibility to monitor inventory closely to ensure accuracy
- Enters and incoming inventory into the database and inventory spreadsheet
- Stages product in the warehouse for volunteers to stock and assists with re-stocking

### Facilities:

- Performs minor maintenance and works vendors to coordinate maintenance projects.
- Oversees cleanliness and organization to the warehouse
- Ensures proper use and maintenance of all warehouse equipment and vehicles (includes enforcing safety, security policies and procedures, and scheduling regular maintenance checks for all equipment and rented unit)

**ORGANIZATIONAL SUPPORT**

- Provides prompt friendly professional service to all Product Donors, Teachers and Volunteers
- Assist with volunteer relations by providing supervision, orientation, and job assignments/scheduling as needed.
- Assist as needed with the preparation of merchandise, work space, packing teachers' orders and delivery for alternative distribution programs.
- Assist as needed with all off site organizational events
- Ensures a clean, functional, fun and inviting environment for all

**DATABASE ADMINISTRATION**

- Complete accurate and timely data entry of inventory

**OTHER DUTIES AS NEEDED**

- Other duties as assigned

**EDUCATION& RELATED WORK EXPERIENCE**

**Education Level:  
(minimum & preferred educational requirements necessary to perform this job successfully)**

High School Diploma required.

**Years of Related Work Experience:  
(minimum & preferred related work experience necessary perform this job successfully)**

1-2 years of experience in warehouse operations and inventory management.  
Retail/Merchandising experience preferred.

**SKILLS AND KNOWLEDGE**

	<b>Required</b>	<b>Preferred</b>
Ability to communicate in English, both orally and in written	<b>X</b>	
Knowledge of standard office equipment (phone, fax, copier, voice mail, email)	<b>X</b>	
Demonstrated ability to learn quickly	<b>X</b>	
Sensitive to working with confidential information	<b>X</b>	
Good organizational and time management skills	<b>X</b>	
Self –motivated and detail oriented	<b>X</b>	
Professional manner and good interpersonal skills	<b>X</b>	
Proven ability to thrive in a team environment	<b>X</b>	
Ability to analyze data	<b>X</b>	
Possess superior problem-solving capabilities	<b>X</b>	
Solid understanding of the principles of database management and business process workflow	<b>X</b>	
Must work with a high degree of accuracy and attention to detail in a fast paced, changing environment with multiple deadlines and pressures; must have professional maturity to respond to urgent matters and/or crisis situations,	<b>X</b>	

as needed.								
Must have a passion for Teachers' Teammates' work with a genuine commitment to understanding and fulfilling the agency's mission.							<b>X</b>	
Must have an analytical mind as it relates to warehouse efficiency and inventory management							<b>X</b>	
MS Word	<i>Basic</i>	<b>X</b>	<i>Intermediate</i>		<i>Advanced</i>		<b>X</b>	
MS Excel:	<i>Basic</i>	<b>X</b>	<i>Intermediate</i>		<i>Advanced</i>		<b>X</b>	
Email and Texting	<i>Basic</i>	<b>X</b>	<i>Intermediate</i>		<i>Advanced</i>		<b>X</b>	
Willingness and ability to learn the Applebase Inventory Management Software used by TT	<i>Basic</i>		<i>Intermediate</i>		<i>Advanced</i>	<b>X</b>	<b>X</b>	
Other:								

<b>LICENSE/CERTIFICATIONS:</b>		
	<b>Required</b>	<b>Preferred</b>
Valid Driver's License with ability to meet insurance requirements	<b>X</b>	

<b>WORK ENVIRONMENT/PHYSICAL REQUIREMENTS</b> (Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)
<b>Physical requirements include:</b> <ul style="list-style-type: none"> <li>• The ability to stand for long periods of time</li> <li>• The ability to lift 50lbs</li> </ul>

***Equal Employment Opportunity***

Teachers' Teammates provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.