

**FORT BEND WOMEN'S CENTER  
JOB DESCRIPTION**

**RESALE STORE  
RECEIVING ASSISTANT**

**REPORTS TO:** Resale Store Manager  
**SUPERVISES:** N/A

**STATUS:** Hourly/Non-exempt

**RESPONSIBILITIES:** Responsible for assisting with the operation of the receiving room.

**DUTIES:**

1. Assists in the merchandise flow from the receiving room to the sales floor in a timely manner.
2. Makes pricing decisions for merchandise.
3. Assists in donations from donors.
4. Reviews Manager's merchandise check list daily to ensure proper replenishment of merchandise on the sales floor.
5. Assists with stocking merchandise.
6. Responsible for organizing work stations and sorting areas each day.
7. Maintain good safety practices and communicates them to volunteers and community service workers.
8. Assists the Receiving Manager in creating a positive FBWC culture through the agency's core values.
9. Other duties as needed.

**HOURS:**

Full-time: 36 - 40 hours per week. Must be able to work weekends as need.

**QUALIFICATIONS:**

1. Minimum High School Graduate or equivalent.
2. Ability to work professionally with the public.
3. Ability to function as a team leader.
4. Must be able to lift heavy objects.
5. Must be able to demonstrate the Agency's Core Values (Service, Passion, Integrity, Respect, Innovation and Team Work)
6. Must pass background and drug test.

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Employee Signature

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Date