

Title of Position: Receiving Stockroom Associate –Full Time
Reports to: Cottage Shop Manager
Status: Non-exempt
Salary: \$12-\$14 per hour

Since 1957, The Women’s Home has worked to build whole lives in the Houston area. We currently have four unique programs: a residential treatment and transitional housing program, two permanent supportive housing programs, a retail Cottage Shop, and a collaborative service center that offers support services to help prevent and end homelessness in our community.

The Cottage Shop has been a Houston treasure in the Montrose area since 1971. It serves as job training site for residents, provides a fun shopping experience for the community, and generates 20% of The Home’s operating income. Volunteers and residents of The Women’s Home staff the store six days a week under the supervision of professional staff members.

The Cottage Shop has a wide selection of new and gently used clothing and accessories, including a Boutique section with high-end designer brands. The store’s inventory of furniture and household goods constantly changes.

Position Summary: The Resale Receiving Stockroom Associate will be responsible for receiving, processing, and organizing donations. The Resale Receiving Stockroom Associate will also be responsible for following all safety protocols while maintaining an orderly stockroom. In addition, this position will also assist with daily management of clients and Cottage Shop volunteers, as well as, assist staff with promotional events at the shop and in the community.

I. Essential Duties and Responsibilities

- A. Receive donated items, sort, clean, process, appropriately price items approved by manager.
- B. Maintain a clean and orderly stockroom in a systematic manner.
- C. Assist with supervising stocking, storage and replenishment of donations items on sales floor.
- D. Assist with daily management of clients and volunteers.
- E. Assist with shop floor duties when needed: restocking in various area, recovery and cashier duties.
- F. Execute housekeeping duties when needed.
- G. Perform minor assembly, repair or cleaning to donated items.
- H. Assist with ordering monthly shop supplies.
- I. Provide excellent customer service to our donors, customers and volunteers.
- J. Assist with promotional events at the shop and in the community.
- K. Be available for other duties if needed.
- L. Able to work flexible schedule including regular Saturdays and evenings.

II. Qualifications:

- A. High school Diploma or GED
- B. Minimum of 2 years' experience in a receiver inventory role
- C. Basic knowledge of Outlook and MS Office applications.
- D. Strong organizational skills and ability to multi-task in fast-paced environment
- E. Must have cultural sensitivity and be mindful of communication that might upset clients or other employees.
- F. Must be able to work in a therapeutic environment and do no harm.
- G. Must have a manner of respect and friendliness to all customers, clients, volunteers and donors.
- H. Ability to work in a rehabilitation setting where maintaining total confidentiality at all times is important (i.e. in the work place as well as outside the work place). Must have appropriate professional boundaries.
- I. Belief in the mission of The Women's Home.
- J. Ability to demonstrate teamwork

III. Physical Requirements:

- A. Must be able to stand for three to four hours at a time.
- B. Have the ability to lift/transfer heavy objects approximately 50 pounds if necessary.

******Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.***