



– WICHITA FALLS –
FAITH MISSION
EVERY STORY MATTERS

WICHITA FALLS FAITH MISSION, INC.
JOB DESCRIPTIONS

JOB TITLE: Production Associate – Faith Resale

JOB CATEGORY: Part Time, Non-Exempt

ORGANIZATIONAL RELATIONSHIPS: The Production Associate reports directly to the Store Manager.

JOB SUMMARY: The Production Associate is responsible for the daily processing of donations received. The Production Associate may assist with store cleanliness and safety when assigned by the Store Manager. The Production Associate may also coordinate with the Work Readiness Coordinator to provide work direction to New Beginnings program students.

JOB DUTIES

- Oversee daily processing of donations and work details for employees
- Produce daily reports
- Assist in providing training for employees including safety, emergency procedures and utilize and train volunteers
- Supervise loss prevention measures
- Stay abreast of, oversee and report maintenance and repairs needed for Wichita Falls Faith Mission, Inc. (WFFMI) facilities, equipment, and vehicles
- Provide courteous, respectful service to donors
- Provide a clean donation site
- Keep accurate records
- Unload merchandise from donor vehicles
- Sort, price and display merchandise
- Turn down unprofitable items in a courteous manner
- Any other tasks assigned by the Supervisor or Store Manager.

QUALIFICATIONS

- Must be a mature, born-again Christian, a member in good standing of a Christian Church that believes and teaches the Gospel of Jesus Christ and be willing to agree with

the WFFMI Statement of Faith

- Computer literate in standard programs used in store management
- Must be able to multi-task, and work rapidly and efficiently
- Be knowledgeable about brands and appropriate pricing in resale market
- Must be able to maintain confidentiality
- Must have excellent communication skills and be a team player
- Must have strong organizational skills
- Must have a high school degree or equivalent
- Must have positive prior work experience
- Must pass a background check
- Must submit to and pass a drug test
- Must have transportation and be able to get to work when assigned in a timely fashion
- While performing the duties of this job, the employee is regularly required to stand; have full use of arms and hands and be able to adequately communicate with others on the phone, in writing, and in person. The employee must frequently lift and or move up to 50 pounds and occasionally lift and move up to 75 pounds

CONCLUSION:

This job description is intended to convey information essential to understanding the scope of the Production Associate position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I acknowledge receipt of the job description.

Signature _____

Date ____/____/____