



– WICHITA FALLS –  
**FAITH MISSION**  
EVERY STORY MATTERS

**WICHITA FALLS FAITH MISSION, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Clothing Room Manager

**JOB CATEGORY:** Part Time, Non-Exempt

**ORGANIZATIONAL RELATIONSHIPS:** The Clothing Room Manager reports directly to the Director of Shelter Operations (DOSO) at Faith Mission. In his absence, they shall report to the New Beginnings Director at Faith Mission.

**JOB SUMMARY:** The Clothing Room Manager is to participate as a team member of a Wichita Falls Faith Mission, Inc. (WFFMI). They are responsible for safety, order and cleanliness of all aspects and operations of the clothing room. They will greet both clients and donors with respect and dignity. They are to provide support service to the shelter guests, staff and volunteers. They are also responsible for the maintenance and upkeep of all assigned WFFMI vehicles.

**JOB DUTIES:**

- Maintain a clean and safe working environment.
- Sort donations as directed by Faith Resale Director with no unauthorized assistance.
- Control all donations and prepare for distribution.
- Record, track and report in kind donations appropriately.
- Train volunteers in the proper procedure of sorting donations.
- Meet everyone at their vehicle. Don't make them wait or ask for help.
- Handle all donations in a manner that will not be offensive to the donor – don't go thru donations until after donor has left the area.
- Receipts are to be offered to all donors.
- Maintain contact with the Director of Resale Operations/Warehouse Manager about transport of items to the store.
- Do not give anything to anyone from the dock.
- Do not allow anyone other than authorized WFFMI employees or volunteers on the dock.
- Maintain records of all individuals receiving vouchers and submit a monthly report.
- Assist Kitchen Manager with pickups when necessary.

- Assist with furniture pick ups from donors for program graduates.
- Assist with facilities maintenance when necessary.
- Provide goods in approved, emergency situations on days and times other than regular scheduled distribution.
- Guard must be taken regarding safety issues i.e.; no clothing hangers, trash bags etc. left on the floor.
- Maintain the Charity Shoes (Dallas Truck) and notify Resale Director for exchange each month.
- Provide regular inspections of assigned WFFMI vehicles and perform regular maintenance and repairs.
- Notify Site Director immediately of any problems or potential danger to any persons.
- Perform other duties as assigned by the Site Director of Faith Mission.

**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.
- Must have a valid Texas Drivers License and clean driving record.
- Ability to work independently.
- Must have people skills, with the ability to work with people of all ages, lifestyles, disabilities and cultures.
- Must be flexible and willing to work in other areas if needed.
- Must be honest and discreet with donor information.
- Above all the ability to be courteous and polite to the donors.

**CONCLUSION:**

This job description is intended to convey information essential to understanding the scope of the Dock/Clothing Manager 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 \_\_\_\_/\_\_\_\_/\_\_\_\_