



BARGAIN BOX OPERATIONS SPECIALIST, BARGAIN BOX, NICEVILLE CAMPUS

Position Title: Operations Specialist

15-20 Hours Per Week

Date: September 2020

Supervisor: Bargain Box Ministry Leader

Purpose: Help Crosspoint connect people to Christ by assisting in day-to-day shop operations, organization, administration, and communication.

PRIMARY DUTIES: (LIST MAIN DUTIES OF POSITION)

1. Lead, equip, and empower volunteers as they receive, sort, process, and price incoming donations
2. Train volunteers and community service workers under the supervision of the Ministry Leader
3. Communicate, maintain, and enforce store policies and procedures
4. Maintain a safe and clean environment in the work room
5. Communicate with Ministry Leader regarding facility and supply needs

SKILLS DESIRED: (LIST QUALIFICATIONS/SKILLS DESIRED TO PERFORM JOB)

1. Ability to work in a high-energy environment with constant interruptions
2. Great people skills to interact with volunteers, donors, and customers
3. Good organizational skills
4. Team player that is able to communicate and work with Bargain Box volunteers and staff
5. Encouraging personality and willingness to motivate others.
6. Christ-like attitude, ministry-minded approach to tasks

KEY PERFORMANCE MEASUREMENTS: (LIST IMPORTANT AREAS THAT WILL BE ASSESSED)

1. Ability of the work room to process donations quickly in a positive, team-based environment
2. Donor satisfaction, based on customer feedback
3. Integration with the Bargain Box staff and volunteers as determined by the Bargain Box Ministry Leader
4. Overall physical condition of the back room (cleanliness, safety, organization) as determined by Bargain Box Ministry Leader
5. Consistency in understanding and enforcement of policies