

Production Manager



Location: Grimes

Starting Salary: Depending on education

Mission: Transforming together in a broken world.

Organization

Founded in 2009, Many Hands for Haiti envisions people and organizations working together to make a difference in their circles of influence for Jesus Christ, unleashing God given talents and resources to meet the challenges of the day.

Revenues for the greater organization (Many Hands for Haiti, Many Hands Market, The Mango Tree) are \$1.75 million.

For more information, please visit www.mh4h.org.

Position

- Reports for scheduled work regularly and on time. Notifies supervisor as soon as possible regarding the need and expected duration of any absence
- Processes received merchandise and donations, pulls or rotates merchandise, prices and tags merchandise, stocks store fixtures, shelves and counters with merchandise
- Meets productivity goals, maintains high quality in processing goods
- Maintains accurate and consistent prices
- Keeps work area and surrounding area neat, clean, and orderly
- Follows all customer service guidelines; strives to provide exceptional customer service at all times
- Follows all policies, procedures, and work rules
- Uses correct lifting and material handling techniques and follows Many Hands Thrift Market safety procedures



Education

High school diploma or its equivalent.

A minimum of four (4) years of any combination of military service, high school, or related full-time paid employment may be substituted for education.

Experience

A minimum of eighteen (18) months of related full-time paid employment, including at least twelve (12) months of supervisory experience.

Abilities

Must be able to demonstrate concepts, methods, applications, and/or techniques of basic math; maintain order and cleanliness; safety regulations; instruct, train and demonstrate effectively; operate computer and process donor information; communicate verbally and in writing; work with a variety of people in a pleasing manner. Should be flexible and able to adjust to unexpected or different situations. Be able to organize, prioritize, plan, assign and monitor work to meet deadlines. Be able to carry, lift, push or pull fifty (50) pounds.

Must be able to demonstrate concepts, methods application and/or techniques of management and supervision of retail store activities, such as inventory control, quality control methods, decision making, and employee motivation. Must have a valid driver's license, have a good driving record and be insurable. Must pass a criminal background check and dependent adult and child abuse background check.

Must demonstrate a passion for MH4H's vision and mission, with the desire to transform together in a broken world at the store. People need to feel the love of Jesus when they walk into the store.

Equipment Used in Performance of Job

Adding machine, fax machine, computer, 2-wheeled dolly, wheeled carts and clothing racks, mops and brooms, and pallet jacks. Possibly riding or walking behind forklift.