



Bric-A-Brac Team Leader

Job Summary:

The Team Leader oversees staff's sorting, pricing and quality assurance of the donations received at the DPC and is also responsible for department training, assignments, and scheduling. He or she must be familiar with standard concepts, practices, and procedures in order to meet or exceed production goals. Relies on limited experience and judgment to plan and accomplish goals, and performs a variety of tasks. A certain degree of creativity and latitude is required.

Essential Job Function:

- Manages daily work flow and production, reallocates personnel to maintain peak efficiency, monitors attendance and the break log, and provides instruction to team members when needed.
- Be driven with a positive 'can-do' attitude. The assistant team leader should have the ability to multi-task and prioritize various situations as the need arises.
- Work in full cooperation with fellow associates to ensure maximum efficiency and departmental performance goals and pricing guidelines are met
- Mentor and develop key performers to be ready for promotion within one year
- Build a positive team relationship, demonstrate ethical behavior
- Maintain product knowledge and safety guidelines
- Responsible for maintaining a clean and safe work environment
- Performs other duties as assigned

Minimum Requirements:

- High School diploma or equivalent
- Relevant experience from thrift or retail industry required
- 2 years or more supervisory, management or team lead experience
- Superior communication skills (verbal and written)
- Attention to details, strong time management and organization skills
- Ability to lead by example, build relationships, and influence other.
- Must be available to work a flexible schedule, which may include some mornings, evenings, weekends, and extended hours.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

Activity	Frequency
bending	frequent
reaching	frequent
squatting	frequent
lifting	occasionally-up to 50lbs
standing	constant
walking	constant
grasping	frequent
pull/pushing	occasional

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to:

- Moderate noise level (typical warehouse)
- Moderate temperatures (typical non-climate controlled warehouse)
- Environmental issues such as dust and dirt
- May be working around moving parts such as forklifts and hand trucks

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.