



Mountain Post Santa's Workshop Purchasing Manager(Inventory Assistant) Position Description

DESCRIPTION OF DUTIES:

***This is a bonded position!**

- Purchasing Manager (Inventory Assistant) is responsible for assisting 1st VP/Inventory with all areas of inventory

Throughout The Year:

- Assist Inventory Chairperson with inputting all items accepted or purchased by MPSW into the computer system in a timely manner.
- Purchase toys lacking in major age categories. Includes shopping during major toy sale events i.e. Black Friday and Cyber Monday.
- Work with the Treasurer on budget for purchasing toys.
- Evaluating and giving value to all toy donations and tracking donations. Donations are accepted year-round! Busiest donation time is from October-December.
- Working with the Treasurer to provide receipts to those who have asked for a value of their toy donation.
- Help plan and attend all toy rucks.
- Organize workshop inventory as necessary
- Plan when inventory and co-chair will be in to work on inventory.
- Communicate with Inventory/President as to what is needed.
- Re-inventory of any leftover toys after shopping week. This should happen around January/February.
- Provide updated wish lists to organizations when asked. Update wish lists periodically.

Shopping Week:

- Plan how to spread out inventory during shopping week so each shopper has the same experience quality wise.
- Stocking and re-stocking of inventory throughout the days and week.
- Providing a total value for in kind donations to the Treasurer at the end of shopping.
- Restock shelves fully for next day at the end of each shopping day.
- Check inventory reports daily and communicate shortages.
- Approve children who need to be moved to a different age category if possible.

Throughout The Year:

- Attends all Board Meetings.
- Attends and supports all activities, events, and fundraisers as often as possible.
- Attends all of shopping week from start to finish.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

Time Commitment:

Approximately 40 hours per month but this can vary greatly depending on donation volume and events. From October-December expect 100+ hours. You can expect January and February to be the slowest months logging 10-20 hours per month.

Length of Commitment:

- Boar Year running 1 April-31 March.
- New inventory chair is trained if former chair is stepping down.

Work Location:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform

The Purchase Manager (Inventory Assistant) will be provided and maintain a MPSW logo polo worn when necessary.