



Babies & Beyond of WI, Inc.
1922 S. Stoughton Road, Madison, WI 53716

Sharing Center Associate Job Description

Hours: 17-20 hours per week - Must be able to work during most of our "Open Hours"; (Holidays and Holiday weekends off) plus hours to restock- Schedule as follows –

Tuesdays: 3:30-7:30pm – Open Hours

Wednesdays: 3:30-7:30pm – Restock/Clean

Thursdays: 10:30 – 4:30 or 5:30pm Open Hours and Restock/clean

Saturdays: 8:30am – 12:30 am Open Hours

Compensation: \$15-16

Reports to: Executive Director

PRIMARY OBJECTIVE OF JOB The Sharing Center Associate demonstrates the mission and values of the organization by assisting the Client Services Coordinator by helping to check-in all clients during Open hours and being a consistent face for clients at the front desk and the Associate will be the hand-on person to help keep the center clean and restocked for each upcoming shift. The Client Services Coordinator will be there to help oversee all client services and handle any client conflict, new clients, client referral to other services, etc.

Sharing Center Store – Prepping for Open Hours

1. Prepare Shopping areas for Open Hours
 - a. Have bins and supplies fully stocked and organized before each Open Hours
 - b. Work with staff and ED to communicate needs/surplus of inventory
 - c. All carpeted areas and rugs vacuumed at the close of each Open Hour Shift
 - d. Windows cleaned and high service areas wiped down weekly or as needed
 - e. Empty garbage and recycle bins before each Open Hours. (Empty smaller bins into larger ones in the back. – Take to dumpster)
 - f. Restock paper bags at the front desk and plastic bags in hallway. Extras can be found in the warehouse by garage door.
 - g. Make sure boxes are broken down and taken to dumpster.
 - h. Diaper Bundle Labels – copy and cut more labels as needed.
 - i. Diaper Order Slips – copy and cut more slips as needed.
 - j. Clean bathroom – Once a week or as needed
 - i. Wipe down toilet and sink
 - ii. Scrub toilet bowl
 - iii. Wipe down mirror
 - iv. Sweep and mop floor
 - v. Check and restock as needed – Paper Towels, Toilet paper, soap (Inform E.D. when more materials or cleaning supplies are needed)
2. ½ hour- 1 hour before opening – Put out Racks and excess inventory on the sidewalk

Tasks During Open Hours

1. Client Check-In at desk
 - Client Care – interact with clients and their kids to make them feel welcome and served
 - Make sure clients haven't already come in that month
 - Make sure we have correct information for clients on file and that children have been verified.
 - Take diaper orders down.
 - Be consistent and fair with all clients.

Donation Management in Warehouse area

1. Keep storage area and bins organized and accessible
 - a. Make sure aisle are open and bins/equipment are in proper areas
2. Sorting bins – empty into other bins when they are full
 - a. PJs- sort into winter/summer
 - b. Coats – hang current season, off-season fill storage bins
 - c. Shoes boots – put out current season, check off-season and fill storage bins
 - d. Holiday -put out current holiday – other Holidays, sort and fill storage bins
 - e. Nursing pads, Menstrual Care, Milk storage bags – re-bag into zip-lock bags
 - f. Maternity – sort into season
 - g. Sheets – sort and refill store area bins
 - h. Swaddles and sleep sacks – sort by size and refill store area bins or place excess in storage bins by PJs
3. Large and Medium sized equipment – wipe down and put up-front when able
4. Toys – toys with pieces – put into bags, tape shut and place in bins in Store area
5. Communicate with Ex. Director when diapers or other items are running low.

Curbside Orders

1. Help Fill orders for clients as needed – Work with Client Services Coordinator on filling orders if needed.

Execute other duties as assigned

QUALIFICATIONS

1. Commitment to quality services and experiences for clients, volunteers and donors.
2. Demonstrate care and compassion and ability to interact with people of all ages and backgrounds
3. Strong interpersonal communication skills including ability to solicit support from the community.
4. Strong problem-solving, conflict management, organizational and follow-up skills.
5. Ability to exercise good judgement, make sound decisions and protect the confidentiality of information.
6. Ability to demonstrate strong leadership skills.

7. Ability to work independently and also in team environment which fosters effective collaboration in meeting the mission of Babies & Beyond.
8. Ability to speak Spanish preferred.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

- Proficient in Microsoft Office and Google Workspace (docs, spreadsheets, forms, etc)
- Quick to learn new software programs (We use a CRM called Breeze)

PHYSICAL DEMANDS

Ability to occasionally perform lifting duties which include the equivalency of lifting up to and sometimes up to 25 pounds. These duties can also be delegated to capable volunteers as long as the duties are getting done and the store area is clean, stocked organized and safe.

The qualifications and physical demands described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

HOW TO APPLY:

Qualified candidates should submit a cover letter and resume outlining qualifications, experience and references to director@babiesandbeyondwi.org

Qualified candidates will receive an application questionnaire.

Applicants will be screened as they are received and qualified candidates will be notified to set up an interview.