

# Operations Committee - Job Responsibilities

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Category	Item	Responsibility
<b>Volunteers</b>	Create schedule, monitor staff levels, client slots, volunteer emails	Ann/Jocelyn
	Onboarding of new volunteers	Joy/Jackie
<b>Running the store</b>	Team leaders: Front of house Back of house	Donna/Joan/Jennifer Dave/John P.
	Schedule metal and cardboard pickups	Jackie/Dave
	Liaison with landlord	Dave/Bob
<b>Inventory</b>	Cycle counts	Ann/Dave
	Order mattresses/platforms	Dave/Sue
	Co-ordinate 1-800, Carmel, and AI	Dave/Jackie (Back-up - Bob)
	Monitor inventory levels for client shopping	Joan/Donna
<b>Social Media</b>	Work with social media team	Joy/Jennifer
<b>Accounting</b>	Open mail, deposits, banking, organize receipts	Jocelyn/Ann
	Hold credit cards, have check signing authority	Bob/Dave
<b>Admin</b>	Order supplies Thank you notes to donors	Jocelyn (supplies) Joy (thank you notes)
	Manage Amazon and Target wish lists	Donna (with personal shoppers)
<b>Call Center</b>	Clients and Agencies	Jocelyn/Joan
	Client reminder calls	Joy/Donna

Category	Item	Responsibility
	Donor emails	Jeff (Sunday/Monday) Joan (Tuesday) Leslee (Wednesday) Jennifer (Thursday) Katherine (Friday/ Saturday)
	Transport schedule	John/Jeff

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