



Position Title: Merchandiser

Department: St. Louise Gift & Thrift, Lincoln NE

FLSA Status: Exempt (Full Time)

Location: Lincoln, Nebraska

Reports to: Thrift Store Manager-Lincoln

Date Created: August 2023

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Merchandiser receives and processes incoming donations and identifies items for the storefloor.

Essential Functions of Merchandiser:

- Process the inflow of donations to St. Louise Gift and Thrift.
- Maintain store shelves by observing displays of products, removing damaged or freshness-dated products, tidying store shelves, and providing optimum display of products.
- Maintain inventory by restocking shelves with product from inventory, observing inventory levels, prompting store management to promote products when levels appear low.
- Recommend special promotions by identifying overflow of donated items, setting-up displays, checking daily on special promotions, observing customer reaction to special promotions, forwarding observations to thrift store management, and removing promotions at end of special promotion period.
- Enhance merchandising and organization reputation by accepting ownership for accomplishing new and different requests.
- Explore opportunities to add value to job accomplishments.
- Maintain customer relationships by visiting with store managers, employees, and volunteers.

Essential Functions of Thrift Store Staff:

- Prepare the store for opening by ensuring that the store is clean and orderly; report maintenance needs to thrift store management in a timely manner.
- Respond to customer or donor complaints or inquiries in a courteous and helpful manner by notifying thrift store management.
- Promote awareness and services of Catholic Social Services to the community.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.



- Attend and participate in agency staff meetings and other agency functions as directed by thrift store management and/or the Executive Director.
- Represent, communicate, and integrate authentic Catholic Social Teaching in the delivery of all services and in every encounter.
- Adhere to the personnel practices of Catholic Social Services and participate in the annual Diocesan Safe Environment Training.
- Work with volunteers and help with duties, as needed.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Teamwork
- Problem Solving
- Ethical
- Safety and Security

Qualifications:

High school diploma or general education degree (GED) preferred; or one to three years related experience and/or training; or equivalent combination of education and experience.

Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

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 stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Working Environment:

While performing the duties of this job, the employee is frequently exposed to inside and outside conditions.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.