



Position Title: Thrift Store Associate
Department: St. Louise Gift & Thrift, Lincoln, NE
FLSA Status: Part-time or Full-time
Location: Lincoln, Nebraska
Reports to: Thrift Store Manager
Date Created: June 2026

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 Thrift Store Associate supports the daily operations of the thrift store by providing excellent customer service, receiving and processing donations, merchandising and stocking inventory, maintaining an organized and welcoming shopping environment, and assisting with volunteer coordination.

Essential Duties and Responsibilities

- Greet and assist customers and volunteers in a friendly, professional manner.
- Provide excellent customer service by answering questions, resolving concerns, and directing complaints or inquiries to management as appropriate.
- Receive, sort, categorize, price, and prepare donated merchandise for sale.
- Merchandise, stock, and rotate inventory to maintain attractive, organized displays.
- Monitor inventory levels, identify overstocked or low-stock areas, and communicate needs to management.
- Assist with special promotions, seasonal displays, and sales events.
- Maintain clean, organized, and safe sales floors, stockrooms, donation areas, and workspaces.
- Remove damaged, unsellable, or outdated merchandise from displays.
- Assist customers with purchases, operate the cash register, process transactions, and support daily cash reconciliation procedures.
- Prepare the store for opening and ensure cleanliness throughout the day, including routine sanitation and housekeeping tasks.
- Report maintenance, safety, or operational concerns to management promptly.
- Supervise, train, and support volunteers, providing guidance and assistance as needed.
- Work collaboratively with staff and volunteers to achieve store goals and maintain efficient operations.
- Promote awareness of Catholic Social Services programs and services within the community.
- Participate in staff meetings, training programs, and agency events as required.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission
- Perform other duties as assigned.

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.



Preferred Competencies:

- Strong customer service and communication skills.
- Ability to work effectively with diverse customers, donors, volunteers, and staff.
- Ability to organize, prioritize, and complete multiple tasks in a fast-paced retail environment.
- Basic cash-handling and retail experience preferred.
- Ability to lift, move, and stock donated merchandise as needed.
- Commitment to the mission and values of Catholic Social Services.

Qualifications:

High school diploma or general education degree (GED) preferred; or one to three months related experience and/or training. 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/or outside conditions.