



**Position Title:** St. Joseph Gift & Thrift Manager  
**Department:** Sustainability  
**FLSA Status:** Full-Time  
**Location:** Hastings, Nebraska  
**Reports to:** Regional Director  
**Date Created:** February 2026

**Position Summary:** The St. Joseph Gift & Thrift Manager oversees store operations and leads a team of staff and volunteers to execute innovative, sustainable sales strategies. This role is responsible for fostering a supportive team environment, managing donation processing, and maintaining a well-curated storefront. The Manager guarantees that every interaction—with staff, donors, or customers—reflects dignity and hospitality.

**Essential Functions:**

- Maintains a welcoming atmosphere by upholding a cheerful demeanor, offering a warm smile to all, and modeling a positive attitude for staff, volunteers, and customers.
- Leads a team of dedicated volunteers by cultivating a culture of encouragement, camaraderie, and hard work.
- Schedules and trains staff and volunteers to ensure smooth daily operations.
- Coordinates and stages donated items to create an organized and visually appealing shopping environment.
- Optimizes donation processing through creative and efficient workflows.
- Addresses customer inquiries with kindness and professionalism, whether in the store or over the phone.
- Manages internal controls for cash handling and inventory management.
- Assists with customer checkout and register duties as needed.
- Coordinates trash and recycling efforts in collaboration with the Operations Manager.
- Gathers and analyzes data related to Thrift Store operations to track progress and goals.
- Cleans and organizes furniture within the retail and storage spaces.
- Lists select furniture items on Facebook Marketplace and coordinates transactions with buyers.
- Coordinates furniture rehabilitation projects with St. Joseph's Workshop volunteers.
- Completes monthly reports and any additional reports requested by the Regional Director.
- Collaborates on activities that serve the objectives of the Sustainability Team and Family Support Services Team.
- Adheres to the personnel practices of CSS and participates in annual Diocesan Safe Environment Training.
- Represents, communicates, and integrates authentic Catholic social teaching in the presentation of the CSS mission.
- Performs all 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:**

- **Positive & Cheerful Demeanor:** Consistently demonstrates warmth, offers a smile, and maintains an optimistic attitude.
- **Communication:** Strong written and verbal skills.
- **Cooperation & Teamwork:** Ability to work harmoniously with staff and volunteers.
- **Interpersonal Skills:** Kind and dignified interaction with others.
- **Attention to Detail:** Accuracy in inventory and reporting.
- **Problem-Solving:** Ability to resolve conflicts and operational issues creatively.
- **Ethics & Integrity:** Unwavering commitment to honest and moral conduct.
- **Organizational Support:** Aligning actions with the mission and goals of CSS.
- **Safety and Security:** Commitment to maintaining a safe environment for all.

**Qualifications:**

Candidates should possess a high school diploma or GED, combined with one to three years of related experience or training; a background in retail, management, or volunteer coordination is preferred. An equivalent combination of education and experience may be substituted. Additionally, the successful candidate must be knowledgeable about the Catholic Church and fully committed to supporting and upholding 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 these functions. While performing the duties of this job, the employee is regularly required to stand, walk, climb, balance, reach with hands and arms, use hands to handle or feel, and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 60 pounds.

**Working Environment:**

While performing the duties of this job, the employee works in both indoor and outdoor environments. The noise level in the work environment is usually moderate.

**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.**