



Position Title: Assistant Store Manager
Department: St. Louise Gift & Thrift
FLSA Status: Salaried, Exempt (Full Time)
Location: Lincoln, Nebraska
Reports to: Thrift Store Manager
Date Created: July 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 Assistant Store Manager supports store operations, as well as guides staff and volunteers in implementing innovative, sustainable strategies. This role is responsible for fostering a supportive team environment, managing donation processing, and maintaining a well-curated storefront. The Assistant Manager guarantees that every encounter reflects dignity, respect, and hospitality.

Essential Functions:

- Support daily operations by receiving, processing, pricing, and displaying donations.
- Assist in managing staff and volunteer schedules, assigning duties, and facilitating agency-wide communications. Must be available for Saturday shifts on rotation.
- Motivate team members to maintain efficient processes, promote sustainability, and uphold a safe, clean, and healthy environment.
- Resolve customer complaints and recommendations with gratitude and grace.
- Operate cash registers, reconcile sales receipts, maintain transaction records, and strictly uphold cash handling policies.
- Promote the mission and vision of Catholic Social Services, ensuring authentic Catholic Social Teaching is integrated into all services and community encounters.
- Support CSS Sustainability Team objectives, participate in agency meetings, and perform 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). Three or more years of retail or management experience. Familiarity with merchandise promotion and sales techniques. Experience managing staff in a retail environment is preferred. Genuine enthusiasm for the success of CSS and an ability to communicate that enthusiasm to the community. 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 working both inside and outside.