



**Position Title:** Thrift Store Associate

**Department:** St. Louise Gift & Thrift, Lincoln NE

**FLSA Status:** Non-Exempt (Part Time) or Exempt (Full Time)

**Location:** Lincoln, Nebraska

**Reports to:** Thrift Store Manager

**Date Created:** March 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 Thrift Store Associate may receive donations, prepare merchandise for the store, and/or sell merchandise to individuals in the thrift store by performing a variety of the following duties as determined by thrift store management.

**Essential Functions, as determined by assigned workstation:**

- Greet customers and donors in a friendly manner as soon as they enter the store.
- Assist in sorting donated items into correct categories (clothing, furniture, linens, etc.).
- Assist in pricing items and merchandising items according to store standards.
- Distribute and stock product and merchandise from the production area.
- Stay knowledgeable of store merchandise by reviewing price changes and sale items.
- Report any overstocked areas to the thrift store management.
- Assist customers with purchases at the store register.
- Assist with daily cash reconciliation questions.
- Provide customer service by assisting customers with purchases and questions.
- Daily cleaning of store entry doors and sanitation of entry door handles.

**Essential Functions for all 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.
- 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.

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.



- 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 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.

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