



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

**Position Summary:** The St. Joseph Gift & Thrift (SJGT) Assistant Manager supports the SJGT team in overseeing the operations of the store by providing staff, volunteers, donors, and customers with a dignified and positive experience.

**Essential Functions:**

- Welcome and engage all clients, customers, volunteers, donors, and vendors.
- Receive and stage donated items while maintaining a clean, safe, and organized environment.
- Assist with store operations by supporting staff and volunteers during assigned shifts.
- Supervise and train volunteers.
- Assist with customer checkout as needed.
- Answer the phone in a kind, appropriate manner.
- Oversee SJGT gift card redemptions of CSS clients.
- Manage internal controls of cash and inventory.
- Contribute to the long-term sustainability of the store by closing a minimum of once per week, and as needed to support coworkers who are on vacation, or if short-term illness of coworkers occurs. Be willing to work one Saturday per month on a rotating schedule.
- Attend and actively participate in SJGT and CSS meetings, even when not normally scheduled.
- Collaborate to develop and implement efficiency strategies to increase productivity.
- Reinforce SJGT policies and regulations, including staff/volunteer purchases of donated items.
- Help coordinate and implement the organization and execution of warehouse and online sales.
- Help create an inventory of SJGT office and retail supplies, and advise the store manager when supplies are low so that purchases can be made.
- Contribute to the vision and coordination of moving to the new location as well as staging the new store when the time comes.
- Support activities that serve the goals and objectives of the CSS Sustainability Team.
- Adhere to the personnel practices of CSS and participate in the annual Diocesan Safe Environment Training.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.
- 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:**

High school diploma or general education degree (GED); 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 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, and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally 50 pounds.

**Working Environment:**

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

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