



Position Title: Sustainability Associate

Department: Sustainability

FLSA Status: Full-time, exempt

Location: Hastings, Nebraska

Reports to: Operations Manager

Date Created: May, 2026

Position Summary: The Sustainability Associate is the physical backbone of the Hastings location, assisting in the day-to-day logistical operations of the new facility, which includes the St. Joseph Gift and Thrift Store and the warehouse. This individual provides critical, heavy-lifting support to program staff, manages agency recycling efforts, and executes local and regional donation pickups.

Essential Functions:

- **Heavy Lifting & Logistics:** Safely load, unload, process, and move heavy inventory, including large appliances and furniture. *(Note: Per CSS safety policy, all furniture pickups and deliveries are strictly limited to the first floor/ground level only.)*
- **Driving & Deliveries:** Make frequent trips to pick up items as needed, including driving agency vehicles for extended, mandatory routes (e.g., supply runs to Lincoln).
- **Recycling & Warehouse Operations:** Maintain cardboard recycling, metal recycling, and general trash operations. Operate the clothing baling system and supervise baling volunteers.
- **Vehicle Maintenance:** Assist in the ongoing maintenance of agency vehicles in coordination with the Operations Manager and Regional Director.
- **Program Support:** Assist program staff in the delivery of services, including Open Table, agency recycling efforts, food drives, and holiday events.
- **Team Culture:** Catholic Social Services operates as one unified team. Mandatory attendance and active participation in staff meetings and retreats are required.
- **Mission Integration:** Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS's mission.
- All other duties as assigned.

Preferred Competencies:

- Physical Stamina: Ability to sustain heavy physical labor throughout the shift.
- Dependability: Communication (written and verbal)
- Teamwork & Collaboration
- Problem Solving
- Ethical Conduct
- Safety and Security Awareness

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.

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.
- Valid driver's license and a clean driving record to operate agency box trucks/vans.
- 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, talk or hear. The employee must regularly lift and/or move up to 75 pounds.

Working Environment:

While performing the duties of this job, the employee is working both indoors and outdoors. The noise level in the work environment is usually moderate.