



**Position Title:** St. Joseph Gift & Thrift Manager

**Department:** Sustainability

**FLSA Status:** Full-Time

**Location:** Hastings, Nebraska

**Reports to:** Regional Director

**Date Created:** August 2024

**Position Summary:** St. Joseph Gift & Thrift Manager leads our dedicated team of staff and volunteers in executing innovative and sustainable sales strategies and executing the operations of the St. Joseph Gift and Thrift store. The Manager supervises the overall wellness of staff, and the incorporation of volunteers into donation processing, while maintaining a clean, organized, and well-curated storefront and by providing staff, volunteers, donors, and customers a dignified and positive experience.

**Essential Functions:**

- Leads our team of dedicated volunteers through the cultivation of a culture of encouragement, camaraderie, and hard work.
- Schedules and trains staff and volunteers.
- Coordinates and stages donated items to create a welcoming environment for customers.
- Streamlines donation processing through a creative and streamlined workflow.
- Addresses any customer inquiries, whether in the store or over the phone.
- Manages internal controls of cash and inventory.
- Assists with customer checkout, as needed.
- Coordinate with Operations Manager trash and recycling efforts.
- Gathers and analyzes all data related to Thrift Store operations.
- Coordinate furniture pick-up and deliveries with donors and assists as needed.
- Clean and organize furniture in the retail and storage space.
- Coordinate furniture giveaways with the Family Support Services Program Manager.
- List furniture on Facebook Marketplace and coordinate purchases with buyers.
- Coordinate furniture rehabilitation with St. Joseph's Workshop volunteers.
- Coordinate facility and vehicle maintenance with Operations Manager.
- Completes monthly reports and any reports requested by the Regional Director.

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- Collaborates in activities that serve the objectives of the CSS Sustainability Team and CSS Family Support Services Team.
- Adheres to the personnel practices of Catholic Social Services and participates in the annual Diocesan Safe Environment Training.
- Represents, communicates, and integrates authentic Catholic social teaching in the presentation of CSS' mission.
- All other duties as assigned.

**Preferred Competencies:**

- Communication; written and verbal
- Cooperation
- Teamwork
- Attention to detail
- Problem-Solving
- Ethical
- Organizational Support
- Safety and Security

**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 60 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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