

POSITION DESCRIPTION

Title: Thrift Store Assistant
Reports to: Thrift Store Manager
Date: 02 2024

FLSA Status: Hourly
HOURS: 5/week April-October

Position Purpose

The Thrift Store Assistant is responsible for the management of the Brewster Thrift Store during their shift. This position works with the Manager and a core group of volunteers to staff the store; maintaining inventory including sorting donations by their salability, storing donations in an organized manner for efficient stocking of the stores and purging the inventory of items that are not sellable.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

Organization and Planning: Organizes volunteers, funding, materials and support to accomplish multiple, concurrent goals and activities.

Vision and Purpose: Demonstrates a commitment to and knowledge of Unitarian Universalist principles and values.

Essential Job Functions

Volunteer Supervision: Acts as manager on duty during their shift. Oversees the staffing of volunteers for the Brewster Thrift Store at FPBUU, which includes scheduling, recruitment and training of new volunteers as directed by the Thrift Store Manager.

Financial Support: Turns over proceeds to the bookkeeper in a timely manner. Manages adequate cash banks for the store and a record of daily income and expense for their shift.

Thrift Store: Sorts and processes all donations, discarding what is unacceptable. Keeps an inventory of store donations. Stores excess donations until floor space allows for them to be displayed.

Position Requirements

Skills & Knowledge	Minimum Experience	Minimum Education
<ul style="list-style-type: none">● Ability to lift a minimum of 50 lbs.● Knowledge of all aspects of general administration, including financial management, accounting and reporting.● Ability to use verbal and written communication effectively across all constituencies.● Understanding of Unitarian Universalist principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.	<ul style="list-style-type: none">● Three to five years of management experience, preferably in a religious or non-profit organization.● Experience supervising staff and volunteers.	<p>Either:</p> <ul style="list-style-type: none">● a BA or BS degree, or● the equivalent combination of education and business experience.