

FPBUU POSITION DESCRIPTION

Title: Thrift Store Assistant
Report to: Thrift Store Manager
Date: 05 2026

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

Overview:

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.

Essential Job Functions:

- Act as manager on duty during their shift. Oversee 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.
- Turn over proceeds to the bookkeeper in a timely manner. Manage adequate cash banks for the store and record the daily income and expense for their shift.
- Sort and process all donations, discarding what is unacceptable. Keeps an inventory of store donations. Storage of additional inventory as directed by Store Manager. Store excess donations until floor space allows for them to be displayed.
- Recognizes and resolves conflicts effectively and in a timely manner.
- Organizes volunteers, funding, materials and support to accomplish multiple, concurrent goals and activities.

Education:

- BA or BS degree, or the equivalent combination of education and business experience.

Experience:

- Three to five years of management experience, preferably in a religious or non-profit organization.
- Experience supervising staff and volunteers.
- Knowledge of general administration, including financial management, accounting and reporting.
- Ability to lift a minimum of 50 lbs.