

FPBUU POSITION DESCRIPTION

Title: Thrift Store Manager**Report to:** Church Administrator**Date:** 05/2026**FLSA Status:** Hourly**HOURS:** 30-35/week**Overview:**

The Thrift Store Manager is responsible for the management of the Brewster Thrift Store, Thrift Store Assistant, and store volunteers. This position requires the recruitment oversight of 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. The manager is responsible for the basic advertising for the Brewster Thrift Store.

Essential Job Functions:

- Supervision of Thrift Store Assistant.
- Oversee the staffing of volunteers for the Brewster Thrift Store: identifying, recruitment and onboarding, of new volunteers as needed. Organizes social gatherings throughout the year for the volunteers to connect and team build.
- Turns over proceeds to the bookkeeper in a timely manner. Manages adequate cash banks for the store and a record of daily income and expenses.
- Schedule sales and promotions as needed.
- Create and publish promotional ad material to increase store profitability. Places announcements in the church publications to inform and promote the store. Use social media, the Brewster Thrift Store website and other external media to increase exposure.
- Sorts and processes all donations, discarding what is unacceptable. Keeps an inventory of store donations.
- Evaluates donations to determine appropriate price structure and seeks outside consultation as needed.
- Maintains inventory sheds to store excess inventory. Monitor the physical condition of Dawes Hall and report any issues to the Church Administrator and Facilities Manager.
- Order and maintain retail supplies. Inform the Church Administrator well in advance when operating supplies need to be ordered. Places orders for other items to be sold in the Thrift Store as needed.
- Recruits and advertise donations of goods and services from within FPBUU and the community at large.
- Maintain reference guide for operating information for the Thrift Store.

Skills & Qualifications:

- Knowledge of all aspects of general administration, including financial management, accounting and reporting.
- Ability to use verbal and written communication.
- Recognizes and resolves conflicts effectively and in a timely manner.
- Ability to lift a minimum of 50 lbs.
- Understanding of Unitarian Universalist principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.

Experience:

- Three to five years of management experience, preferably in a religious or non-profit organization.
- Experience supervising staff and volunteers.

Education:

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