



JOB ANNOUNCEMENT

ST. VINCENT DE PAUL THRIFT STORE PRODUCTION ASSOCIATE

St. Vincent de Paul Thrift Store is hiring (3) Full-Time and (2) Part-Time Production Associates. The position is non-exempt and will report directly to the Assistant Manager, Retail & Production regarding operations of the store at 8051 W Broad St. The purpose of this position is to work within the framework of the Society of St. Vincent de Paul's mission and thrift store objectives. The Production Associate will alongside other production team members to bring donated treasures to life in our SVdP Thrift Store at Westland Shopping Center.

Essential Functions

Key Responsibilities:

- **Sorting Donations:** Organize donations into salable, recyclable, and trash categories, ensuring non-salable items are properly handled. Your keen eye will help us find the gems among the donations!
- **Apparel Management:** Hang, tag, and size salable apparel, getting everything ready for display and ensuring it looks fantastic.
- **Quality Assurance:** Check items for quality, look for any tears, stains, or other defects, so our customers receive the best.
- **Pricing Merchandise:** Use our pricing guide to set fair prices for items, especially those that stand out in value.
- **Production Goals:** Work quickly and efficiently to meet daily production targets, ready to pivot to different tasks as needed.
- **Cleanliness:** Maintain a neat and tidy sorting and processing area, creating a welcoming workspace for everyone. Light maintenance, janitorial duties and other cleaning duties as assigned.
- **Safety Practices:** Follow safety procedures when handling equipment to ensure a safe environment for yourself and your teammates.
- **Problem-Solving:** Identify challenges quickly and seek support from management when needed.
- **Team Communication:** Foster positive communication with management and peers, encouraging a spirit of teamwork.
- **Additional Duties:** Embrace a flexible attitude, ready to take on other tasks as assigned.

Key Competencies of the Position:

- **Attention to Detail:** A strong focus on detail is essential for making fair pricing decisions in our busy environment.
- **Physical Capability:** Must be able to stand, bend, and reach for extended periods, as well as lift, push, pull, or carry up to 50 pounds regularly.
- **Organizational Skills:** Strong organizational abilities and sound judgment are crucial for success.

- **Communication Skills:** Good oral and written communication skills are essential, along with strong interpersonal abilities.
- **Team Player:** Ability to work independently and collaboratively with your team.
- **Positive Attitude:** A friendly demeanor and neat appearance are essential as you interact with customers and colleagues.
- **Ability to Work in a Non-Climate-Controlled Environment:** Comfort working in a dynamic setting where temperatures may vary is required.
- **Safety Compliance:** You must be able to understand and follow all company safety directives.
- **Availability:** Available Monday through Friday, 9:30AM – 6:30PM, with rotating Saturdays, 9:30AM – 6:30PM.

Skills, Knowledge and Experience Requirements:

- A high school or GED equivalent is preferred.
- Strong communication and organizational skills.
- Thrift store experience a plus.
- Forklift and pallet jack certified a plus.
- Bilingual in Spanish a plus.

Anticipated Start Date: September 2025

Salary Range: \$17.75 per hour

Benefits:

Part-time employees will receive discounts on store purchases.

Full-time employees will receive a PTO plan and 10 paid holidays. Full-time employees are eligible to receive a monthly stipend to participate in their choice of insurance. Retirement benefits will include a 3% annual employer contribution to a retirement plan after 90 days of employment. Employees also receive discounts on store purchases.

Application Deadline: *Open until filled*

To Apply: Please send your resume to info@stvincentthrift.org.

St. Vincent de Paul Thrift Store is an Equal Opportunity Employer.