



JOB ANNOUNCEMENT

ST. VINCENT DE PAUL THRIFT STORE TEAM LEADER

St. Vincent de Paul Thrift Store is hiring a Thrift Store Team Leader. The position is part-time non-exempt (up to 20 hours per week) and will report directly to the Director of Stores regarding operations of the store at 2611 Buford Rd, Richmond, VA 23235. The purpose of the position is to work within the framework of the Society of St. Vincent de Paul's mission and thrift store objectives. The Team Leader will be responsible for generating optimum sales volume and profit while assisting in managing a team of staff and volunteers at the store.

Essential Functions

- Assumes position of Manager on Duty when Director of Stores is not present.
- Monitors customer service to ensure a sincere, warm and friendly atmosphere for staff, volunteers, customers and donors.
- Retail floor operations including point of sale.
- Display merchandise in an appropriate and timely manner to generate sales.
- Build relationships and provide excellent customer service.
- Assist with marketing sales and promotions.

Financial Practices

- Responsible for cash management in accordance with SVdP policies regarding bank deposits, daily receipts and the preparation and closeout of the POS system on a daily basis.

Other

- Production operations including donation acceptance, sorting and pricing.
- Verifies the receiving and pricing of merchandise to ensure it is properly accounted for and priced, ticketed and displayed.
- Maintain a clean shopping and work environment for both customers and staff.
- Perform other duties as assigned by the Director of Stores.

Job Requirements

- Manage and work with volunteers.
- Work with a digital point of sale system.
- Comfortable working in a retail environment.
- Able to stoop, kneel, bend, crouch and lift up to 25 pounds regularly.
- **Available to work every Monday and Wednesday, 9:30am – 6:30pm.**

Anticipated Start Date: mid-September 2026

Application Deadline: *Open until filled*

Pay: \$17.50 / hour To Apply: Please send your resume to info@stvincentthrift.org.

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