



Needham Community Council  
570 Hillside Ave, Needham, MA 02494  
www.needhamcommunitycouncil.org

## THRIFT SHOP Evening / Weekend Shift Supervisor

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We seek a dynamic, energetic, and independent individual to supervise volunteers in the Thrift Shop on Monday and Wednesday evenings and Saturdays. The candidate must be people-oriented and have some experience working with and/or supervising staff. **12 hours per week; \$15 per hour.** The Thrift Shop is open 12 months per year; closed on legal holidays and some holiday weekends.

Supervisory duties include Thrift Shop operations / interactions and training / managing volunteers of all ages that are on duty for the following shifts:

- **Mondays AND Wednesdays 4:00 pm - 7:30 pm**
- **Saturdays 9:30 am - 2:30 pm**

### General Duties

*During hours of operation, the Shift Supervisor will be responsible for the following:*

- Working with all constituent groups (customers, volunteers, residents dropping of donations, etc.)
- Must have firm knowledge of, and be able to train volunteers on, all cash register functions
- Assist volunteers as they sort donations in determining inventory and pricing
- Responsible for opening (as appropriate) and closing Shop
- Make sure selling and sorting areas of Shop are clean and free of merchandise and debris
- End of shift closing procedures, which includes closing cash registers, a cash tally, completing the Daily Register Report, securing the building, etc.
- Responsible for understanding the existing color-coded tagging system
- Have working knowledge of the Needham Community Council's mission statement, programs, hours of operations and policies.

### Physical and Cultural Requirements:

- Must be able to stand for the entire shift, if necessary
- Must be able to lift 20 lbs.
- Must be able to maintain good customer service skills with a wide range of individuals that have diverse languages and cultures

### Qualifications:

- High School Graduate
- Retail, cashier, and/or customer service experience preferred
- Strong organizational and problem solving skills
- Must be able to communicate effectively both verbally and in writing
- Dependable and punctual

No phone calls please;

Send resume and note of interest/qualifications to [srobinson@needhamcommunitycouncil.org](mailto:srobinson@needhamcommunitycouncil.org)