



**Title: Receiving Assistant**  
**Ministry Area: The Thrift Store**

**Classification:** Part Time, Non-exempt

**Exemption Type:** N/A

**Schedule/Hours:** Monday – Saturday; As scheduled (20 hours per week)

**Job Summary:** The Receiving Assistant at The Thrift Store plays a vital role in greeting donors, material handling, and pricing merchandise. The main purpose of The Thrift Store is to ensure that families in the community can afford to purchase the things they need, give an avenue for donors to share with others while also providing a thrifter's paradise. This mission outreach supports Concord United's desire to **Share** Christ, **Serve** Others and **Grow** in Faith.

**Spiritual and Personal Qualifications:**

- Must be a person of genuine Christian character and commitment who professes faith in Jesus Christ and exhibits a sincere Christian lifestyle.
- Maintains a life of personal and spiritual development and accountability as an active member of a Christian church.
- Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ.
- Exemplifies the utmost integrity and demonstrates character that is “above reproach”.

**Reports To:** Thrift Store Manager and works under the guidelines established by the Staff-Parish Relations Committee and the Staff Employee Handbook.

**Supervisory Responsibility:** None

**Staff Accountability:**

- Demonstrates an attitude of professional excellence in working with staff, volunteers, donors and agencies
- Creates and maintains a work environment consistent with The Thrift Store culture of loving our neighbors
- Exemplifies a positive, “can-do” attitude
- Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff

## **Key Responsibilities:**

- **Logistics:**
  - Responsible for greeting donors, unloading donations, offering donation letter, providing material handling within the thrift store, and assisting with loading and unloading large items, as needed.
- **Community Engagement:**
  - Work to connect with local ministries and agencies that can use or purchase items from the store.
- **Volunteer Coordination:**
  - Work with volunteers for various tasks in the back of the Thrift Store and as requested by Managers.

## **Qualifications:**

- **Education:**
  - High School degree or equivalent
- **Skills:**
  - Receiving Assistant should feel confident in using personal protective equipment such as gloves, using correct lifting techniques, using equipment such as carts & dollies, and inspecting equipment to ensure it is safe for the intended use.
  - Organization and attention to detail for sorting, tagging and tracking items
  - Ability to assess donations for quality, condition and pricing
  - Basic computer and recordkeeping skills for inventory or donation logs
- **Preferred Qualifications:** Outgoing, energetic and relational

## **Working Conditions:**

- Much of the work performed will be outdoors. Receiving Assistant will need to dress accordingly for cold weather in winter and heat in summer.

**Physical Requirements:** Material handling may require repeated bending, stretching, twisting and lifting. In addition, Receiving Assistant will assist the Store and Receiving Managers as requested. Ability to lift and move items safely is required.

## **Conditions for Employment:**

- Pass a background check
- Safe Sanctuaries Training and Screening
- Valid TN Driver's License with a Clean Driving Record

**Revised, reformatted:** May 2026