

Thrift on Purpose Donation Receiver/Backroom Lead Position

December 2025

OVERVIEW:

The Donation Receiver/Backroom is responsible for the operations of the donation center and oversees the Donation Receiving Volunteer Position at Thrift on Purpose. This person is responsible to the Backroom Supervisor and relates to shop volunteers and staff and to the broader MCC Thrift Shop Network.

MISSION:

Thrift On Purpose is an Mennonite Central Committee (MCC) partner nonprofit organization, committed to Christian faith in action, through supporting the primary goals of MCC by operating as a thrift store.

MCC Thrift Shop Mission Statement—As a network of not-for-profit thrift shops, we support the local and global relief, development and peace projects of Mennonite Central Committee (MCC).

The mission of MCC is to share God's love and compassion for all in the name of Christ by responding to basic human needs and working for peace and justice. MCC envisions communities worldwide in right relationship with God, one another and creation. MCC's priorities in its mission are disaster relief, sustainable community development and justice and peace-building.

THE DONATION RECEIVER/BACKROOM LEAD IS RESPONSIBLE FOR THE FUNCTIONS BELOW, IN ADDITION TO OTHER DUTIES AS ASSIGNED:

- Participates with the Backroom Supervisor enabling the shop's backroom to efficiently process donated goods to meet the demands of the retail floor.
- Greets donors and receives donations as needed when volunteers are absent.
- Communicates effectively with shop associates, donors, and volunteers. Participates in improving programs and methods to enhance the donation system. Helps to motivate associates by improving morale, teamwork, and engagement. Helps to empower associates to resolve donor issues promptly and professionally.
- Maintains all aspects of the donation area conditions, safety, and appearance. Helps to control and organize backroom inventory to allow for maximum efficiency and productivity. Identifies successes and opportunities, provides direction and feedback, and is visible and accessible to volunteers.
- Manages the backroom and volunteers in the absence of the Backroom Supervisor.
- Assists in volunteer support by collaborating with the Volunteer Coordinator on the volunteer schedule, training volunteers as needed, and expressing appreciation both formally through volunteer appreciation events and informally on a day to day basis.
- Manages the shop's waste in a responsible manner that is in line with the sustainability values of Thrift on Purpose.
- Performs cleaning duties of the shop's facilities as assigned.
- Helps to promote diversity and equal opportunity employment in a respectful workplace environment. Leads by example to ensure that associates/volunteers favorably represent Thrift on Purpose. Helps set standards to provide a positive, safe and engaging work environment.
- Complies with federal, state and local laws governing shop operation. Ensures safety, sanitation, proper use, and maintenance of facilities and equipment. Communicates expectations, investigates complaints, and performs physical inspections to ensure compliance with government regulations and company standards. Maintains established security procedures to protect associates, customers, and company assets.

SUPERVISORY RESPONSIBILITIES

Responsible for donation receiving volunteers in the shop.

REPORTS TO

Backroom Supervisor

QUALIFICATION REQUIREMENTS

- Organizational abilities
- Donor relations skills
- Experience in thrift shop operations preferred
- Ability to direct and support volunteers required
- Excellent communication and relation building skills
- Willingness to work as a team with the backroom supervisor, shop manager, and volunteers
- Knowledge of MCC preferred
- Standing and walking for extended periods of time are required. This position requires close visual acuity, both hearing and talking abilities, and the ability to lift and move objects up to 30 pounds frequently and up to 50 pounds occasionally. Additionally, the ability to climb, stoop, kneel, crouch, reach, push, pull, finger, grasp, and feel objects of varying textures and size is frequently required.
- To perform this job successfully, the Lead must be able to perform each essential duty satisfactorily with or without an accommodation. The listed actions above are representative of the knowledge, skills, and/or abilities required.
- Minimum requirement of a high school education or general education degree (GED) and two (2) years of supervisor experience. Bachelor's degree in business or related field desirable.

Thrift on Purpose is an Equal Opportunity Employer. Thrift on Purpose will not discriminate against an applicant or employee on the basis of actual or perceived age, sex, sexual orientation, race, color, creed, religion, familial status, ethnicity, national origin, citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with a disability may be entitled to reasonable accommodation under terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the ways things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Thrift on Purpose.