**Retail Support Associate – The Green Door Thrift Shop  
*Reports to:*** Store Manager ***Hours:*** 25–30 hours per week (including flexible afternoon shifts) ***Location:*** The Green Door Thrift Shop at St. Luke’s Episcopal Church, San Antonio, TX  
***Status:*** Hourly / Non-Exempt ***Start Date:*** Starting Summer 2025

**About the Role**

The Green Door Thrift Shop—St. Luke’s largest outreach ministry—is seeking a high-energy, computer-savvy Retail Support Associate to join our dedicated team. This role is perfect for someone who enjoys variety, values community service, and thrives in a busy, purpose-driven retail environment.

This position supports daily store operations, assists in managing merchandise and technology, and backs up both the Manager and Assistant Manager. You will help with eBay, run inventory reports, and work on the sales floor.

We are not just selling secondhand goods—we are transforming them into first-class support for San Antonio-area nonprofits through our Christian Giving program. We believe that behind every sale is a story, and behind every gift is a chance to give back.

**Key Responsibilities**

* Assist with intake, tagging, pricing, and merchandising of donated goods
* Provide excellent customer service with courtesy and empathy
* Build meaningful relationships with volunteers, donors, and customers through active listening and clear communication
* Support our eBay program by photographing, listing, and shipping items in collaboration with our eBay volunteer
* Operate point-of-sale system (SimpleConsign) and consignment software; generate both basic and advanced sales reports
* Resolve operational issues such as pricing errors, misapplied discounts, or discrepancies in daily reports
* Perform manual calculations as needed, including percentage discounts and adjustments
* Support store opening/closing duties and cash handling
* Fill in for the Manager or Assistant Manager as needed
* Help coordinate and execute donation pickups, merchandise organization, and future extended store hours with a team of volunteers

**Qualifications**

* Ability to work independently and collaboratively in a fast-paced environment
* Comfortable using technology, including POS systems and Microsoft/Google tools
* Demonstrated problem-solving skills—ranging from technical issues to resolving customer or process challenges
* General math competence for price checks, error resolution, and discount calculations
* High level of professionalism, including a calm demeanor and respectful communication
* Strong interpersonal and communication skills with a customer service mindset
* High energy and strong organizational skills
* Retail or nonprofit experience is a plus
* Ability to lift up to 30 lbs. and be on your feet for extended periods

**Schedule & Compensation**

The Green Door is open Tuesday through Saturday from 10:00 AM to 1:00 PM. Employees are typically expected to work from 9:00 AM to 2:00 PM. However, for a third associate, we are open to offering **flexible afternoon shifts**, particularly on **Thursdays and Saturdays**, such as:

* 11:00 AM to 4:00 PM
* 11:30 AM to 4:30 PM
* 12:00 PM to 4:00 PM

This flexibility allows for enhanced support with donations, furniture pickups, and other operational needs during higher-traffic hours. Occasional Sunday or Monday work may also be required for donation-related tasks while the store is closed.

**Compensation:** $14 per hour

**How to Apply**

To apply, please send a brief cover letter and resume with three references to:  
**The Green Door**  
✉ greendoorslsa@gmail.com

To learn more about The Green Door Thrift Shop and our mission, visit:  
**Link:** [The Green Door – St. Luke’s Episcopal Church](https://www.slecsa.org/ministries/the-green-door/)