



**MISSION THRIFT STORE
NEWMARKET (ONTARIO)**

**PRODUCTION SUPERVISOR
(Full-Time)**

JOB POSTING

BFM Foundation Canada is a national Christian organization with over 50 Mission Thrift Stores across the country. The net revenue from all Mission Thrift Stores is devoted to the Joint Ministry of BFM Foundation Canada and Bible League Canada (BLC). These funds are used to establish adult and children's literacy programs, church planter training, and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

WHY WORK HERE

You have a passion for thrift. You are motivated, looking for a role with a purpose, and have a desire to make a difference in your local community. You want to serve through retail and recycling. You want to further your career in retail. You like to have fun at work.

PURPOSE OF THE POSITION

The Production Supervisor plays a vital role in the effective operation of Mission Thrift's Newmarket location, overseeing the back processing workroom to ensure that donations are effectively prepared for the sales floor. He/She must reflect Christ in their behavior, bringing vibrancy, passion, and an entrepreneurial spirit to their work. An understanding of thrift store customers is essential, along with the ability to motivate volunteers to deliver exceptional service. The position also calls for knowledge of inventory control, pricing, delegation, and separation of duties. Working closely with the Store Manager, this leader will help maximize production and sales floor success by modeling an excellent work ethic and promoting cleanliness throughout the store.

The Production Supervisor reports to and works in partnership with the Store Manager.

HOW YOU WILL CONTRIBUTE

- Supervise and support volunteers in the processing workroom, delegating tasks and ensuring that daily goals are met with efficiency and excellence.
- Maintain a clean, safe, and organized donation and production area that allows for easy product accessibility and an orderly workflow.
- Monitor donated items and ensure that products are sorted, priced, and prepared for the sales floor in a timely and efficient manner.
- Communicate clearly and effectively with volunteers and staff to foster a positive and collaborative work environment.
- Assist in training, guiding, coaching, mentoring, and motivating volunteers to develop skills and confidence in their respective roles.
- Model an excellent work ethic by promoting cleanliness, order, and adherence to safety standards throughout the processing area.

- Work with the Store Manager, Retail Supervisor, Volunteer Coordinator, and Receiving Supervisor to develop and implement an annual evaluation of the processing area to identify needs, challenges, and opportunities for improvement.
- Delegate to department Lead Volunteer, to help move inventory through the processing area and onto the retail floor efficiently and safely.
- Provide input on inventory control, pricing strategies, and product placement to ensure efficiency and profitability.
- Participate in regular staff meetings to provide updates, share successes, and address any operational concerns.
- Support the Mission Thrift team in special projects, seasonal events, and other tasks assigned by the Store Manager.

QUALIFICATIONS

Education

- High School Diploma or equivalent is required.
- Post-Secondary education in Business, Retail Management, or a related field is an asset.
- Equivalent experience in retail operations, warehouse management, or volunteer coordination will be considered.

Experience

- 3+ years of experience in retail.
- 1+ years of people leadership (volunteer leadership is preferred).

Skills

- Excellent retail management skills.
- Ability to prioritize and move goods within a high-volume warehouse.
- Ability work safely and efficiently within a fast-paced and high-traffic environment.
- Strong knowledge of barcoding and price tagging, as well as the operation of cash registers and Point-of-Sales systems.
- Strong understanding of Health and Safety standards.
- Strong communication skills, including verbal, written, and active listening.
- High degree of empathy, compassion, and patience.
- Analytical, problem-solving, and decision-making skills.
- High attention to detail and organization.
- Proficient in computer functions (i.e. Microsoft Office) to manage communications, and develop spreadsheets, documents, and word processing.
- Effective time management skills.

WORKING CONDITIONS

- This job is performed mostly indoors in a thrift store retail setting.
- Extensive work interfacing with people.
- Potential for conflict with people internally or externally that may be unforeseen.
- Frequent standing, walking, reaching, bending, and crouching/squatting to the floor.
- Sitting for long periods of time at a computer.
- Lifting, carrying, pulling, and pushing goods weighing up to 50 pounds.

COMPENSATION EXPECTATIONS

Starting wage will be \$20.00 - \$23.00 per hour, with full Health Benefits.

APPLY TODAY!

We look forward to hearing from you! **Please submit your cover letter and resume by October 22nd, 2025, to careers@missionthriftstore.com.** We are sincerely grateful for all applications submitted for this opportunity. We will contact you if you are selected for the next stage in the application process.

Mission Thrift Store welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the interview process.