



**MISSION THRIFT STORE
SARNIA (ONTARIO)**

**PRODUCTION ASSOCIATE (KEYHOLDER)
Full-Time, 10-Month Contract**

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

Mission Thrift Store Sarnia is seeking a Production Associate (Keyholder) to join our team on a full-time, 10-month Maternity Leave contract (August 2026 – June 2027)!

The Production Associate & Keyholder plays a vital role in supporting the day-to-day operations of Mission Thrift Store by ensuring the efficient processing, preparation, and flow of donated goods from the Receiving department through to the sales floor. Through careful sorting, pricing, and organization of donations, this team member helps create a clean, safe, and well-merchandised store environment that serves with excellence. This role requires strong customer service skills and a consistently friendly, welcoming, and professional demeanor when interacting with donors, customers, volunteers, and staff, reflecting the values and mission of the organization. The Production Associate & Keyholder works collaboratively with team members to meet production goals, uphold health and safety standards, and contribute to a positive workplace culture that supports Mission Thrift Store's commitment to volunteerism, integrity, and sustainable growth in support of Bible League Canada's global ministry.

The Production Associate is a Keyholder, and reports to and works in partnership with the Production Supervisor.

HOW YOU WILL CONTRIBUTE

- Receive, unload, sort, and process donated goods in the Receiving and Production areas.
- Evaluate, prepare, and price donated items in accordance with established pricing guidelines and store standards.
- Ensure a steady and efficient flow of processed merchandise from the Production area to the sales floor.
- Restock, merchandise, and assist with maintaining select product categories as needed.
- Maintain clean, organized, and safe Receiving, Sorting, and Production areas at all times.
- Follow all health, safety, and operational procedures to ensure a safe work environment.
- Keep aisles, workspaces, and storage areas clear, organized, and free of hazards.

- Assist with the timely removal, purging, recycling, or disposal of unsellable items as directed.
- Set up product displays and promotional signage in accordance with store merchandising standards and seasonal initiatives.
- Work collaboratively with the Production Supervisor, Store Manager, staff, and volunteers to meet daily production and operational goals.
- Provide guidance, support, and basic training to volunteers working in the Receiving, Sorting, and Production areas.
- Foster positive working relationships and contribute to a welcoming and respectful team environment.
- Greet donors warmly and receive donations in a friendly, professional manner.
- Provide courteous and helpful customer service, responding to questions or concerns as needed.
- Escalate customer or donor issues to a supervisor when appropriate.
- Operate the cash register or POS system when assigned, including handling transactions accurately.
- Keyholder responsibilities include leading the closing procedures (i.e. floor checks, counting tills, readying the deposit, locking doors, and setting the security alarm).
- Participate in team meetings, special projects, and seasonal/promotional initiatives.
- Perform other duties as assigned to support changing priorities and overall store operations.

EXPERIENCE AND QUALIFICATIONS

- High School Diploma or equivalent is preferred.
- 1+ years of experience in retail, merchandising, production, or warehouse experience is preferred.
- Excellent teamwork to collaborate effectively with staff, volunteers, and management.
- Strong customer service and interpersonal skills to effectively serve, resolve conflicts, and work with diverse groups of people, including customers, donors, and team members.
- Clear and professional communication skills (verbal, written, and active listening).
- Strong organizational skills with attention to detail.
- Strong understanding of Health and Safety standards, particularly within Production and warehouse environments.
- Ability work safely and efficiently within a fast-paced and high-traffic environment.
- Ability to manage multiple tasks and see them through to completion.
- Ability to adapt to changing priorities and tasks, demonstrating flexibility and growth.
- Solid problem-solving and analytical thinking abilities.
- Good organizational habits with keen attention to detail and accuracy.
- Strong time management skills and demonstrated reliability.
- Knowledge of cash registers and POS systems (cash handling, debit/credit transactions, receipts).
- Proficient computer literacy (Microsoft Office 365).

WORKING CONDITIONS

- This job is performed mostly indoors in a thrift store warehouse/retail setting, with some outdoor interaction.
- Extensive work interfacing with people.
- Potential for conflict with people internally or externally that may be unforeseen.
- Combination of natural light and fluorescent/LED lighting.
- Frequent standing, walking, reaching, bending, and crouching/squatting to the floor.
- Lifting, carrying, pulling, and pushing goods weighing up to 50 pounds.
- Must be able to work a flexible schedule that primarily includes afternoons and evenings, as well as occasional mornings, Saturdays, and holidays.

COMPENSATION EXPECTATIONS

- \$18.60 per hour.

APPLY TODAY!

We look forward to hearing from you! Please submit your cover letter and resume by July 14th, 2026, to sarnia@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.