



MCC
THRIFT
SHOPS

Newton Et Cetera Shop

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

Clothing Sorter/Receiver

Available Shifts: two to four evenings, including every other Friday 4-7:30P; Saturday 8:30A-2P or 5:30P

Full Time Equivalent: 0.36 FTE (12.5-16 hrs/week)

Wage: \$8.67/hour

Synopsis:

The sorter/receiver maintains an active presence in the processing area, in both receiving and sorting donations. S/he will primarily be responsible for sorting through clothing donations, placing items in appropriate price categories and recycling, as needed. S/he may also be asked fill other roles, such as helping on the sales floor.

Qualifications:

1. Willing to support Et Cetera Shop's mission and principles of operation
2. Familiar with clothing brands and pricing trends; retail experience a plus
3. Physically able to lift and carry large bags, boxes and objects
4. Able to handle money and operate cash register
5. Friendly and helpful attitude with donors, customers, volunteers and management
6. Punctual and dependable, able to follow management's instruction
7. Candidates showing aptitude for management responsibilities given greater consideration
8. Criminal background check required upon hire

Duties:

1. Communicate the store's information and mission to customers, donors and volunteers.
2. Keep clothing receiving and sorting area organized, neat and clean.
3. Give attention to detail and follow all clothing sorting guidelines carefully.
4. Bring inside donations brought to back door, assisting donors needing help.
5. Operate cash register and assist customers as needed, or when volunteers are not available.
6. Help other staff keep break-room clean and attractive for volunteers.
7. Reports to the manager on duty.
8. Perform other tasks as requested by management.

Benefits:

This position is paid by hourly wage. Benefits such as sick time and paid vacation are available (prorated) for Newton Et Cetera Shop employees working 20 hours or more.