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Newton Et Cetera Shop

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

Evening Clerk & Housewares Manager

Available Shifts: Monday through Friday 11:45A or 1:45P – 7:45P, occasional Saturdays 8:15A-5:45P

Full Time Equivalent: 0.75-1.0 FTE (30-40 hours per week)

Starting wage: \$10.51/hour

Overview:

The evening clerk and housewares manager, in cooperation with the larger management team, receives and processes donations; trains and supervises volunteers; prepares volunteer projects and work spaces; helps manage the sales floor; and participates in regular system evaluation and store planning.

Qualifications:

1. Willing to support Newton Et Cetera Shop's mission and principles of operation.
2. Strong communication skills and ability to give clear instruction; Spanish-language abilities a plus; marketing and social media experience also a plus
3. Able to learn Et Cetera's sorting and pricing system, particularly in housewares; retail experience a plus
4. Friendly and helpful attitude with donors, customers, volunteers and staff; supervisory experience a plus
5. Able to problem-solve in areas listed below
6. Punctual and dependable, able to follow instruction
7. Trustworthy (maintaining confidentiality and handling money)
8. Able to lift large bags, boxes and objects, including furniture
9. Criminal background check required upon hire

Duties:

1. Donation Processing
 - a. Assist donors, as needed.
 - b. Sort donations into price categories or into proper departments, with a focus on housewares.
 - c. Work alongside support staff to ensure back room and closing tasks are completed in evenings.
2. Volunteer Management
 - a. Prepare volunteer work-space and projects that appropriately and safely engage participants.
 - b. Train volunteers when introducing new tasks, with a focus on clerks.
 - c. Maintain schedule for volunteer clerks.
 - d. Oversee volunteer performance to ensure quality, offering corrective and affirming feedback.
 - e. Help create a positive and supportive work environment for all volunteers.
3. Sales Floor Management
 - a. Respond to customer concerns and questions about store policy and shopping experience.
 - b. Assist clerks, as needed (register operation, policy questions, customer relations, etc.).
 - c. Help conceptualize and create effective merchandise displays.
 - d. Ensure merchandise rotation is followed.
 - e. Close store promptly and attend to registers, lights, coffeemakers, office duties, etc.
4. System Evaluation & Store Planning
 - a. Actively offer ideas and feedback through staff meetings (depends on evening manager's daytime availability), written and verbal communication—formal and informal.

- b. Proactively and collaboratively problem-solve when systems are inefficient, unsafe, inhospitable and/or unattractive.
 - c. Help as needed to order or obtain supplies for all departments of the store.
5. Perform other tasks as requested by production manager or general manager.

Supervision:

The evening manager reports directly to and is supervised by the production manager, who reports to the general manager, who reports to the Newton Et Cetera Shop Board. The production manager and general manager conduct annual staff evaluations; however, open and regular feedback is encouraged between all parties. All managers are considered equal collaborators and expected to function as a team, though may carry varying responsibility due to seniority, experience, and/or skill.

Benefits:

This position is paid by hourly wage. Holiday, vacation, and sick/personal/maternity/paternity leave benefits are prorated for part-time persons working 20 hours or more. Please see Personnel Policies for more detailed information.