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## **Newton Et Cetera Shop**

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

# **Outdoor Gear & Clerk Manager**

**Available Shifts:** Monday through Thursday 11:30A or 12:30 – 7:30P (or four different weekdays) and Saturdays 8:30A-5:30P

**Full Time Equivalent:** 0.9-1.0 FTE (36-40 hours per week)

**Starting wage:** \$10.72/hour

**Benefits:** 2 weeks paid vacation, paid holidays and sick time, paid maternity/paternity leave, and health insurance reimbursement.

### **Overview:**

The outdoor gear and clerk 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, including a commitment to anti-oppression and anti-racism work
2. Strong communication skills and ability to give clear instruction; Spanish-language abilities and marketing and social media experience a plus
3. Able to learn Et Cetera's sorting and pricing system, particularly in outdoor gear; 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 outdoor gear, including bicycles.
  - c. Work alongside and direct sorters and receivers to ensure back room tasks are completed.
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.
5. Perform other tasks as requested by production manager or general manager.

**Supervision:**

This 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 of Directors. 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 carry varying responsibilities due to seniority, experience, and/or skill.