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SHOPS

Newton Et Cetera Shop

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

Donations Receiver (June-August)

Full Time Equivalent: temporary 0.7 FTE (28 hours/week)

Schedule: Tuesday-Friday 2:30-7:30, Saturday 9-5:30

Wage: base \$8.84/hr

Summary:

The Donations Receiver receives donations from the public and helps keep the donation receiving area clear and organized. This employee reports to the Production Manager, but will also be supervised by other managers.

Qualifications:

1. Physically able to lift large bags, boxes, and objects
2. Friendly and helpful attitude with donors, volunteers, and management
3. Punctual and dependable
4. Able to follow management's instruction
5. Willing to support Et Cetera Shop's mission and principles of operation
6. Spanish-speaking skills a plus

Duties:

1. Keep receiving area organized, neat and clean—channeling donations to the proper locations.
2. Bring inside any donations left outside at back door.
3. Respond to back door bell, assisting any donors needing help.
4. Take out trash and recycling.
5. Break down empty boxes.
6. Keep elevator clear, loading and unloading donations and display equipment as needed.
7. Bring down donations from upstairs as needed.
8. Help keep upstairs fixtures and holiday items organized.
9. Help lift and move heavier items.
10. Ask managers for pricing and take furniture/larger items to sales floor.
11. Change light bulbs on sales floor and in back room.
12. Vacuum & sweep, as needed. Shovel/de-ice sidewalk and steps in winter.
13. Communicate the store's information and mission to donors and customers when asked.
14. Check in with managers and perform other tasks as needed, such as furniture cleaning/repair, small construction projects, painting, purchasing supplies, etc.