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**THRIFT**  
**SHOPS**

## **Newton Et Cetera Shop**

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

# **Bilingual Sorter/Receiver**

**Term:** begins August 6, 2019

**Full Time Equivalent:** 0.95 FTE (38 hours/week)

**Schedule:** M-Th 12-7:30P, Sat 9A-5:30P

**Wage:** \$9.28/hour

**Applications due:** July 20, 2019, submitted either to the store or to generalmanager@newtonetceterashop.com

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

### **Synopsis:**

The bilingual sorter/clerk 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. This individual will also assist Spanish-speaking customers and donors, and help to translate written documents and signs. S/he may also be asked fill other roles, such as helping on the sales floor.

### **Qualifications:**

1. Must be fluent in spoken Spanish; candidates with written fluency given greater consideration
2. Must be familiar with clothing brands and pricing trends; retail experience a plus
3. Must be physically able to lift and carry large bags, boxes and objects
4. Must have ability to handle money and operate cash register
5. Must have a friendly and helpful attitude with donors, customers, volunteers and management
6. Must be punctual and dependable, able to follow management's instruction
7. Must be willing to support Et Cetera Shop's mission and principles of operation
8. Candidates showing aptitude for management responsibilities given greater consideration
9. Criminal background check required upon hire

### **Duties:**

1. Communicate the store's information and mission to customers, donors and volunteers in English and Spanish.
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.

### **Supervision:**

The bilingual sorter/receiver 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.