



**MCC**  
**THRIFT**  
**SHOPS**

## **Newton Et Cetera Shop**

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

# **Maintenance & 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

**Starting wage:** \$8.84/hr

**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.

### **Summary:**

The maintenance & back room assistant performs regular maintenance throughout the store and helps keep the donation receiving area clear and organized. This person formally reports to the General 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
7. Criminal background check required upon hire

### **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 testing small appliances/electronics, furniture cleaning/repair, small construction projects, painting, purchasing supplies, etc.

### **Supervision:**

The maintenance/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.