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THRIFT
SHOPS

Newton Et Cetera Shop

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

Clothing Sorter/Receiver

Term: begins Oct. 24, 2019

Full Time Equivalent: 0.375-0.5 FTE (15-20 hours/week)

Schedule: Mon, Tues, Thurs 4-7:30P, Sat 10:30A-5:30P – somewhat flexible

Wage: \$8.84/hour

Application & Résumé due: October 14, 2019, submitted in person to the store or to
generalmanager@newtonetceterashop.com (apps available at the store and at newtonetceterashop.com)

Synopsis:

The clothing sorter/receiver maintains an active presence in the processing area, in both receiving and sorting donations. S/he will primarily be responsible for sorting through donated clothing, placing items in appropriate price categories and recycling, as needed. S/he may also be asked fill other roles, such as clerking and cleaning.

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. Familiar with clothing brands and pricing trends; retail experience a plus
3. Physically able to lift and carry large bags, boxes and objects
4. Able to handle money and operate cash register
5. Friendly and helpful attitude with donors, customers, volunteers and management
6. Punctual and dependable
7. Able to follow management's instruction
8. Spanish-speaking skills a plus
9. Criminal background check required upon hire

Duties:

1. Communicate the store's information and mission to customers, donors and volunteers.
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 clothing sorter/receiver reports is supervised by the production manager, who reports to the general manager, who reports to the Newton Et Cetera Shop Board of Directors. On a daily basis, the sorter/receiver is directed by the clothing manager and/or another manager on duty.