



MCC
THRIFT
SHOPS

Newton Et Cetera Shop

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

Maintenance & Receiver

Applications due: Nov. 23, 2019, submitted either to generalmanager@newtonetceterashop.com or to the store

Term: begins the week of Dec. 9, 2019

Full-Time Equivalent: 0.94 FTE (37.5 hours/week)

Schedule: M-F 12-7:30P, occasional Saturdays

Starting wage: \$8.84/hr

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, receives donations, and helps keep the donation receiving area clear and organized. This person reports to the Production Manager, but will also be supervised by other managers.

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. Physically able to lift large bags, boxes, and furniture
3. Friendly and helpful attitude with donors, volunteers, customers and management
4. Punctual and dependable
5. Able to follow management's instruction
6. Spanish-speaking skills a plus
7. Criminal background check required upon job offer

Duties:

1. Bring in donations from donors in alley, and carry out purchases to customers.
2. Keep receiving area organized, neat and clean, channeling donations to the proper locations.
3. Take out trash and recycling.
4. Break down empty boxes.
5. Keep elevator clear, loading and unloading donations and display equipment as needed.
6. Bring down donations from upstairs as needed.
7. Help keep upstairs fixtures and holiday items organized.
8. Help lift and move heavier items.
9. Ask managers for pricing and take furniture/larger items to sales floor.
10. Vacuum & sweep, as needed. Shovel/de-ice sidewalk and steps in winter.
11. Communicate store information and mission to donors and customers when asked.
12. Check in with managers and perform other tasks as needed, such as furniture cleaning/repair, small construction projects, painting, purchasing supplies, and general maintenance.

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.