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THRIFT
SHOPS

Newton Et Cetera Shop

619 N. Main, Newton, Kansas 67114

316.283.9461

generalmanager@newtonetceterashop.com

Home Goods Manager

Full-Time Equivalent: 0.875-1.0 FTE (35-40 hours/week)

Schedule: M-F 8-3:30 or 5, plus occasional evenings and Saturdays

Wage: \$13.06/hour

Résumé, cover letter and application due: April 19, 2021, submitted to the general manager at the shop or at generalmanager@newtonetceterashop.com.

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

Overview: The home goods manager, in cooperation with the larger management team, helps to create and carry out the vision and strategic priorities of Newton Et Cetera Shop. The home goods manager participates in regular system evaluation and store planning; trains and supervises volunteers; prepares volunteer projects and work spaces; helps manage the sales floor; receives, processes and organizes donations; and directs and supports sorters and receivers.

Qualifications:

1. Willing to support Newton Et Cetera Shop's mission and principles of operation, including a commitment to anti-racism and anti-oppression work and the work of Mennonite Central Committee
2. Strong communication skills and ability to give clear instruction; strong written and verbal Spanish-language abilities and/or social media experience a plus
3. Able to learn Et Cetera's sorting and pricing system; retail experience a plus
4. Friendly and helpful attitude with donors, customers, volunteers and staff; supervisory experience a plus
5. Able to problem-solve in areas listed below
6. Punctual and dependable, able to follow instruction
7. Trustworthy in maintaining confidentiality and handling money
8. Able to lift large bags, boxes and objects
9. Criminal background check required upon hire

Duties:

1. System Evaluation & Store Planning
 - a. Actively participate in regular staff meetings—formal and informal—offering ideas and feedback.
 - b. Proactively and collaboratively problem-solve when systems are inefficient, unsafe, inhospitable and/or unattractive.
2. Volunteer Management
 - a. Prepare volunteer work-space and projects that appropriately and safely engage participants.
 - b. Train volunteers when introducing new tasks.
 - c. Oversee volunteer performance to ensure quality, offering corrective and affirming feedback.
 - d. Help create a positive and supportive work environment for all volunteers.
3. Donation Processing
 - a. Sort donations into price categories and into proper departments, focusing on housewares and its related sub-departments, including vintage, collectibles, fabrics & notions, linens, toys and holiday items.
 - b. Assist donors, as needed.

- c. Keep home goods areas organized and safe for employees and volunteers.
4. Sales Floor Management
 - a. Respond to customer concerns and questions about store policy and shopping experience.
 - b. Assist clerks, as needed (register operation, policy questions, customer relations, etc.).
 - c. Help conceptualize and create effective merchandise displays.
 - d. Ensure merchandise rotation is followed.
 - e. Open and close store as requested.
 - f. Greet customers as they enter and exit the shop, and ensure compliance with current safety protocols.
5. Perform other tasks as requested by production manager or general manager.

Supervision:

The home goods manager 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. The production manager conducts annual staff evaluations; however, open and regular feedback is encouraged between all parties. Other managers are considered equal collaborators, though may carry varying responsibility due to seniority, experience and/or skill.

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About Newton Et Cetera Shop:

Newton Et Cetera Shop is a Christian resource for meeting human need by **raising money** for Mennonite Central Committee and the local community through the sale of donated items; providing **quality, affordable, recycled merchandise** for the community; and encouraging **stewardship and recycling**.

As the Newton Et Cetera Shop approaches its 50th birthday in 2026, we are eager to clarify and renew our identity for our second half-century of work.

In the five years from 2020 to 2025, our priorities are the following:

- Increase our visibility as a thriving community partner and employer.
- Increase our efforts to practice stewardship, sustainability and care for the earth's resources.
- Become a safer place to work, shop and volunteer.

Inspired by our vision to share God's love with all creation—inside our thrift shop, in the local community and around the world—we adopt these strategic priorities so that Newton Et Cetera Shop's mission might grow.