



# Newton Et Cetera Shop

## MCC THRIFT SHOP

### **Donation Manager**

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

**Schedule:** Tu-Sat 9-5:30 (until shop schedule expands; then might shift to 10 or 10:30-6:30)

**Starting wage:** \$14.50/hour

**Application with résumé:** please submit to the shop or to [generalmanager@newtonetceterashop.com](mailto:generalmanager@newtonetceterashop.com)

**Benefits:** paid time off for vacation and sick leave, paid holidays, and maternity/paternity leave; health insurance reimbursement arrangement (up to \$454.16 per month for employee coverage).

**Summary:** Join our vital downtown thrift shop! The Donation Manager leads employees and volunteers in accepting and sorting donations. This employee reports to the Operations Director and collaborates with other managers.

Newton Et Cetera Shop is committed to anti-racism and anti-oppression practices in the workplace and in our community, as well as to supporting the work of Mennonite Central Committee (MCC) which provides relief, development and peace in the name of Christ. You will learn and grow with us to make our shop, our community, and our world a better place for all creation.

Newton Et Cetera shop is an equal opportunity employer, committed to employment equity. Newton Et Cetera Shop values diversity and invites all qualified candidates to apply.

### **Qualifications:**

1. Commitment to supporting the mission of Newton Et Cetera Shop and the work of Mennonite Central Committee (MCC), including a commitment to antiracism and anti-oppression work
2. Demonstrates commitment to provide exceptional customer service
3. Exhibits strong leadership skills and has experience leading others in the workplace
4. Reliable/consistent job attendance required
5. Strong interpersonal skills and demonstrated ability to work with diverse groups of people
6. Able to lift and carry 50 pounds and work outdoors year-round
7. Able to work with long periods of standing, bending, carrying
8. Able to remain flexible and positive in a fast-paced environment where priorities change quickly
9. Able to follow oral and written directions
10. Able to communicate effectively with donors, customers, volunteers & employees; Spanish-language abilities a plus
11. Able to maintain confidentiality and handle money and sensitive information
12. Willingness to work as part of a team with employees and volunteers
13. Self-motivated, willing to take initiative, able to prioritize processing tasks and identify improvements
14. Basic computer skills
15. Experience in thrift shop retail or processing operations; warehouse/shipping & handling experience a plus
16. Criminal background check required upon hire

### **Duties:**

- Lead donor relations and donation processing
  - o Greet donors at donation drive-thru and help them unload their vehicle
  - o Answer questions from employees, volunteers, and donors about acceptable items for donations

- o Sort, evaluate and categorize donations based on current practices and develop process improvements
- o Sort, evaluate, categorize, and price inventory, including exceptionally high value items
- o Supervise the preparation, pricing, and display of furniture and other large items, including bikes
- Supervise and support employees and volunteer pre-sorters and receivers
  - o Schedule support employees, update calendars, and report personnel issues
  - o Train, support, and encourage volunteers and employees in processing quality and consistency; develop training materials
  - o Collaborate with General Manager to schedule and train volunteers
  - o Provide accommodations to volunteers with special needs
- Oversee safety and building maintenance in receiving zone
  - o Manage organization and safety of receiving area and freight elevator
  - o Monitor and communicate about maintenance of equipment
  - o Maintain and develop pre-sort supplies and fixtures
  - o Move trash to dumpster, metals to scrap, and cardboard to recycling
  - o Participate in recycling of donations, moving and emptying all receptacles to proper areas
  - o Sort, catalog, and arrange pick-up of household hazardous waste
- Contribute to store planning and system evaluation
  - o Collaborate with other managers to store salvage, recycling, and donation overflow
  - o Collaborate with Retail Manager to create attractive displays of furniture items and seasonal items
  - o Participate in upgrades to processing
  - o Work in other departments as needed/assigned

**Supervision Exercised:** Paid and volunteer receivers and pre-sorters

**Our Mission:**

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.

**Our Core Values:**

- God's love for all creation
- Welcome for all ages, cultures, races & languages
- Care for our earth
- Community Partnership
- Stewardship & economic justice