



Neat Used Things for Sale

a different kind of resale store



JOB ANNOUNCEMENT

Resale Store Assistant for NUTS (Neat Used Things for Sale), Part-time

Progressive non-profit seeking assistants for our funky, fun resale stores,
NUTS - Neat Used Things for Sale.

This is a part-time position.

Education and Experience:

High School Degree or Equivalent Required
Retail Experience Preferred, But Not Required

Beginning Salary: \$8.00 per hour (after training)

IMPORTANT

Thank you for inquiring about the Resale Store Assistant position at
The Good Samaritan Center/NUTS. Attached is a job description
and an application for employment.

Please complete and return to:

The Good Samaritan Center
P.O. Box 4955 - Jackson, MS 39296-4955

Or bring to NUTS at 114 Millsaps Avenue, Jackson, MS 39202
Monday Noon - 5:00pm
Tuesday - Friday 9:30am - 5:00pm
Saturday 10:00am - 3:30pm

Interviews:

Preliminary Interviews will begin ASAP.

NUTS - Neat Used Things for Sale

Store Assistant

Job Description

Working hours Part-Time (25-30 hours per week)

- Midtown location: Monday 11:30am - 6:00pm; Tuesday - Friday 9:30am - 6:00pm; Saturday 9:30am - 4:30pm
- Midtown Warehouse location: Wednesday - Friday 9:30am - 6:00pm; Saturday 9:30am - 4:30pm
- Flowood Market location: Saturday 9:00am - 5:30pm; Sunday 12:30pm - 5:30pm
- Center/Sorting location: Monday or Tuesday 9:00am - 5:00pm

Assistant will rotate between locations based on the needs of the store

Type of Position

- Reselling of items that have been donated to The Good Samaritan Center
- Customer service is number one priority
- Basic register experience is not required but recommended
- Good organizational skills
- Excellent oral communication skills

Duties of Position

All Locations:

- Greeting customers and letting them know sales of the week
- Being available to customers and letting the customer know you are available to assist
- Making sure store is clear of any merchandise or trash on floor
- Cleaning, sorting, organizing and processing incoming donations
- Cleaning store weekly and as needed daily
- Adding and removing sales flyers throughout store
- Working well with volunteers

Midtown Location

- Ability to check out customers on cash register
- After training, pricing donations and preparing donations to sell
- Ability to handle multiple issues at once with assistance from manager and staff
- Assisting with various fundraising activities for the Good Samaritan Center outside of normal store hours
- Ability to drive personal or Good Samaritan Center vehicle when needed (Valid Drivers' license and Insurance required)

Warehouse Location

- Ability to write tickets for merchandise customer intends to purchase
- Ability to handle multiple customers at one time
- Cleaning & stocking as needed
- Following tasks set forth by warehouse sale manager

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Store Assistant

Job Description

Flowood Market Location

- Ability to write tickets for merchandise and handle a personal bank
- Ability to handle multiple customers at one time
- Ability to barter with customers on a price
- Cleaning & stocking as needed
- Following tasks set forth by manager

Physical Conditions of Position

All Locations:

- Standing for up to 8 (eight) hours
- Bending and stooping when necessary
- Ability to lift up to 25 pounds
- Ability to push up to 75 pounds
- Ability to practice safe working habits
- Temperature variations depending on time of year
- Different allergens depending on location and time of year

Suitable Characteristics for Position

- Team oriented (enjoys working with others)
- Flexibility (enjoys variety of job assignments)
- Compassion (cares about working for an organization that helps families in crisis)
- Willingness to do whatever it takes to get the job done

Education Requirements

High school diploma or equivalent is required

Cause

The NUTS resale store is a fundraiser for The Good Samaritan Center. The Good Samaritan Center is a private, non-profit social service agency that focuses on the needs of individuals and families in crisis situations.



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114 Millsaps Avenue

Jackson, MS 39202

Phone: (601) 355-7458

Email: nuts@goodsamaritancenter.org

NUTS Assistant Application

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

I. Personal Information

Name: Last

First

Middle

Maiden

Preferred Name/Nickname

Present Address

Permanent Address (if different from above)

Social Security Number

Home Phone

Cell Phone

Email Address

U.S. Citizenship or Permanent Resident? (Circle) Yes or No

Are you over 18 years old? (Circle) Yes or No

Please list days & hours available to work

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

1. Are you available holidays, nights and weekends?

2. How did you hear about The Good Samaritan Center/NUTS?

3. Have you ever been convicted of a crime other than minor traffic offenses? Are there any pending charges? If yes, please explain.

4. Have you ever been discharged or forced to resign from a position? (Circle) Yes No

If yes, please explain:

5. Is there anything that restricts you from performing the listed duties in the Nuts Assistant job description with or without reasonable accommodation?

6. Do you have current first aid training? (Circle) Yes or No CPR? Yes or No adult or pediatric?

II. Employment Record *If necessary, use a separate sheet to list additional employers. We will contact all of the employers listed on this application unless you specifically exclude them below.*

1. _____ Company Name (Current or Most Recent Employer)	_____	Position Held
_____	Wages: Start _____	End _____
Location	_____	Telephone
_____	_____	_____
Manager/Supervisor	Dates Employed: From _____	To _____
_____	Reason for Leaving: _____	
		Contact Employer? Yes No If No, why?

2. _____	_____	Position Held
Company Name	_____	Wages: Start _____
_____	Location	End _____
_____	_____	Telephone
Manager/Supervisor	Dates Employed: From _____	To _____
_____	Reason for Leaving: _____	
		Contact Employer? Yes No If No, why?

3. _____	_____	Position Held
Company Name	_____	Wages: Start _____
_____	Location	End _____
_____	_____	Telephone
Manager/Supervisor	Dates Employed: From _____	To _____
_____	Reason for Leaving: _____	
		Contact Employer? Yes No If No, why?

III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study/Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No When? _____

If so, what are those plans? _____

IV. References

**Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.*

Name	Occupation	Years Known	Phone

V. Application Questions

1. Why do you want to work at NUTS? _____

2. Do you have customer service, cashier or retail experience? What did you like, what did you hate and why did you leave? _____

3. Have you ever shopped resale? If so, what is your favorite resale store and why? _____

4. What are some special skills you will bring to our team? _____

5. What was your favorite job and why? _____

6. Name your biggest strength and biggest weakness. _____

7. Any hobbies? If so, what? _____

8. What are your goals for the next 5 years? _____

VI. Authorization

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on worktime that I will be required to submit to a drug test.

Signature _____ Date _____