



**Neat Used Things for Sale**

a different kind of resale store



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## 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)

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## IMPORTANT

Thank you for inquiring about the Resale Store Assistant position at NUTS/Good Samaritan Center.

Attached is a job description and an application for employment.

Please complete and return to:

NUTS - Neat Used Things for Sale  
986 N. 16th Avenue - Laurel, MS 39440  
Monday Noon - 5:30pm  
Tuesday - Saturday 9:00am - 5:30pm  
Sunday 1:00pm - 5:30pm

**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)

- Monday - Saturday 8:30am - 6:30pm & Sunday 12:30pm - 6:30pm

### 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
- Excellent oral & organizational skills

### Possible Duties of Position

- 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 and stocking store weekly and as needed daily
- Adding and removing sales flyers throughout store
- Working well with volunteers
- 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)
- Ability to handle multiple customers at one time

### 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 & Push up to 75 pounds
- Ability to practice safe working habits
- 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 Center is a private, non-profit social service agency that focuses on the needs of individuals and families in crisis situations. The Center also operates the Good Samaritan Soup Kitchen, Laurel's only community kitchen.



986 N. 16th Avenue - Laurel, MS 39440  
Phone: (601) 425-2666  
Email: nutslaurel@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 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 _____	Contact Employer? Yes      No If No, why?
Reason for Leaving: _____	_____	_____

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

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

### 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** \_\_\_\_\_