



Neat Used Things for Sale

a different kind of resale store



JOB ANNOUNCEMENT

Store, General Warehouse & Organizational Assistant (Part-time/Internship)

Progressive non-profit seeking assistants for our funky, fun resale store, NUTS - Neat Used Things for Sale, as well as the Good Sam Warehouse.

This is a **temporary** part-time (320 total hours) position through a special COVID-19 internship (with possibility of temp to hire employment); min. 20 hours/week, max. 40 hours/week.

Internship Eligibility Requirements:

Applicant has been:

- 1) laid off due to COVID-19
- 2) unemployed for more than 6 months due to COVID-19
- 3) was self-employed & now unemployed due to COVID-19
- 4) taking care of family member with COVID-19, causing unemployment

**applicant MUST list last employer and information MUST be verifiable.*

**applicant MUST pass drug test.*

**applicant MUST provide valid photo I.D. (not expired) & Social Security Card.*

Education and Experience:

Must be at least 16 years old and be seeking High School Degree or Equivalent

IMPORTANT

Thank you for inquiring about this internship 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

Wednesdays 1 p.m. - 4 p.m

Job Description

Job Title: *Store, General Warehouse & Organizational Assistant*

Reports to: *NUTS Store Manager*

Working Hours: (temporary position - 320 total internship hours; 20-40 hours each week)

- **Midtown NUTS location:** Monday-Tuesday 9 a.m. - 5 p.m.; Wednesday-Thursday 9 a.m. - 6 p.m.; Friday 8:30 a.m. - 6 p.m.; Saturday 9:30 a.m. - 5:30 p.m.
- **Midtown Warehouse location:** Monday-Tuesday 9 a.m. - 5 p.m.; Wednesday-Thursday 9 a.m. - 6 p.m.; Friday 8:30 a.m. - 6 p.m.

Assistant will rotate between locations based on the needs of the Good Samaritan Center client services. Hours vary.

Job Summary:

To be a part of a team of people that:

- Assists families and individuals in emergency situations by making sure that there are adequate material resources (food, clothing, personal care items, house cleaning items, household items) being properly sorted, sized, and stocked in the appropriate areas to aid in the thorough and quick assistance of eligible clients.
- Assists in the operation of a quality resale store that combines unique merchandise for sale at a good price, in a friendly, welcoming and clean facility with the ultimate desire of making money for The Good Samaritan Center, a charity working hard to make a difference in our community.

Job Responsibilities:

Clothing Closet & Incoming Donations

- Receiving, cleaning, sorting, organizing and processing incoming donations
- Greeting donors and assisting donors in unloading donations
- Maintaining cleanliness, organization, and safety of warehouse
- Assisting clients under direction of Clothing Closet Manager

Food Pantry

- Receiving, cleaning, sorting, organizing and processing incoming donations
- Stocking & properly rotating food, cleaning supplies and personal care items
- Maintaining cleanliness of all food areas
- Filling food orders for clients as needed
- Assisting in food delivery & personal care items to homebound individuals
- Maintaining cleanliness, organization and safety of warehouse
- Documenting all assistance

Store

- Greeting customers upon arrival
- Informing customers of current sales & your availability to help
- Maintaining cleanliness of store
- Receiving, cleaning, sorting, organizing and processing incoming donations

Job Description Cont.

Job Title: *Store, General Warehouse & Organizational Assistant*
Reports to: *NUTS Store Manager*

Job Responsibilities (Continued):

Store (continued)

- Adding and removing sales flyers from store
- Working well with volunteers
- Handling cash and credit card transactions
- Reconciling cash register
- Pricing and preparing donations to sell
- Assisting with Good Sam special events outside of normal store hours

General Job Responsibilities

- Following tasks set forth by any supervisor
- Being knowledgeable about The Good Samaritan Center and its programs

Physical Conditions of Position:

- Standing for up to 8 hours
- Bending & stooping when necessary
- Ability to lift up to 25 pounds
- Ability to push up to 75 pounds
- Ability to practice safe working habits
- Ability to work in temperature variations depending on season (hot summers, cold winters)
- Ability to work in non-air conditioned open buildings/warehouse
- Ability to work with different allergens depending on location & season

Suitable Characteristics of Position:

- Team oriented (enjoys working with others)
- Flexible (enjoys variety of job assignments)
- Compassionate (cares about organization's mission)
- Enjoys working with the public
- Possesses organizational skills (or willingness to learn these)

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 who are experiencing an unexpected (yet verifiable) emergency beyond the client's control. Our programs and services include: clothing closet, emergency food pantry, and case management.



114 Millsaps Avenue
 Jackson, MS 39202
 Phone: (601) 355-7458
 Email: nuts@goodsamaritancenter.org

Store, General Warehouse & Organizational Assistant

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 Cell Phone Alternative Phone

Email Address

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

Are you over 16 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?

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

_____ _____
Manager/Supervisor Telephone

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?

2. _____
Company Name _____
Position Held

_____ Wages: Start _____ End _____
Location

_____ _____
Manager/Supervisor Telephone

Dates Employed: From _____ To _____

Reason for Leaving: _____

Contact Employer? Yes No If No, why?

3. _____
Company Name _____
Position Held

_____ Wages: Start _____ End _____
Location

_____ _____
Manager/Supervisor Telephone

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 Good Samaritan Center/NUTS? _____

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

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

4. What was your favorite job and why? _____

5. Name your biggest strength and biggest weakness. _____

6. Any hobbies? If so, what? _____

7. Where do you see yourself in the next 3-5 years? _____

VI. Authorization

Federal law prohibits the employment of undocumented immigrants. 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 _____

Office Use Only

Date Submitted: _____

Interviewed by: _____