

Land of Lincoln Goodwill Industries Assistant Store Manager Job Description

<u>JOB TITLE</u> Assistant Store Manager	<u>DEPARTMENT</u> Retail
<u>LOCATION</u> Springfield, Chatham, Bloomington, Champaign	<u>HOURS</u> Varies between Monday – Saturday 9am – 7pm & Sunday 12pm – 6pm
<u>SALARY</u> \$10.00/hour	

- Assists Store Manager in producing minimum quotas
- Assists Store Manager in producing all merchandise
- Completes weekly rotation of all merchandise categories
- Supervises store personnel in the absence of store manager
- Performs administrative and clerical details in the absence of store manager
- Opens and closes store with no variance to posted store hours
- High school diploma or equivalent
- Knowledge of retail mathematics
- Minimum one year management experience or equivalent
- Physical stamina and strength to lift up to 30 pounds
- Exposure to dust, mold and pet hair
- Background check and drug test required prior to employment.
- Benefits include health, dental, vision, long term disability and life insurance, sick, vacation and holiday pay.

LLGI is a Drug Free Workplace / Equal Opportunity Employer