

JOB ANNOUNCEMENT

LAND OF LINCOLN GOODWILL INDUSTRIES

<u>JOB TITLE</u> Assistant Retail Store Manager	<u>DEPARTMENT</u> Retail
<u>SUPERVISOR</u> Retail Store Manager	<u>POSITIONS SUPERVISED</u> Keyholder, Cashier/Sorters, Material Handlers, Processors
<u>LOCATION</u> Danville	<u>HOURS</u> Varies between Monday – Saturday 8am – 7pm & Sunday 12pm – 6pm
<u>MINIMUM STARTING SALARY</u> \$10.00/hour	Current employees who are interested in this position must submit an application to Human Resources no later than November 4, 2011.

- Assists with the orientation, training and development of store staff, service participants, community service workers and volunteers.
- Assists in ensuring that all paperwork is completed to include opening / closing procedures, balancing cash drawers, bank deposits and production reports.
- Effectively handles workplace accidents including medical treatment of injured employees and accident reports.
- Assists in recording statistical information concerning donations, in-store production, inventory, sales, etc.
- Effectively communicates and documents progress, concerns and problems to store manager.
- Maintains confidentiality of Human Resource and other pertinent facility information.
- Assists in maintaining sufficient inventory of materials.
- Assists in overseeing rotation of goods, merchandising, cleanliness and organization of sales floor.
- Participates in monthly store team meetings to discuss and seek input on store operations and retail training and to report on retail and Goodwill issues. Submit necessary meeting reports.
- Participates in monthly safety meetings, emergency drills and facility inspections.
- Supervises staff in absence of retail store manager.
- Assists in optimizing in-store production and inventory. Assists in ensuring production goals are met.
- Assists with ensuring compliance with all asset protection policies and procedures.
- Reports known or suspected security and / or theft problems (internal and external).
- Represents Goodwill in a positive manner by providing excellent customer service at all times. Serves as role model and ensures store staff adheres to customer service guidelines.
- Performs various hands-on retail tasks as time permits.
- Performs duties in a safe manner; ensures that staff adheres to safety policies and procedures.
- Ensures that store opens and closes and is properly staffed, in the absence of store manager.
- Requires ability to supervise and interact with people with disabilities in a manner which enhances their dignity, privacy and confidentiality.
- Background check and drug test required prior to employment.

If you'd like to be part of an organization with the power to change lives, apply at:

jobs@llgi.org

or

LLGI Employment
1220 Outer Park Drive
Springfield, IL 62704

LLGI is a Drug Free Workplace / Equal Opportunity Employer



*We empower people with special needs to become self-sufficient
through the power of work.*