

EMPLOYMENT OPPORTUNITY LAND OF LINCOLN GOODWILL INDUSTRIES

<u>JOB TITLE</u> Retail Keyholder	<u>DEPARTMENT</u> Retail
<u>SUPERVISOR</u> Store Manager	<u>POSITIONS SUPERVISED</u> none
<u>LOCATION</u> Danville	<u>HOURS</u> Varies between Monday – Saturday 8am – 7pm & Sunday 12pm – 6pm
<u>MINIMUM STARTING SALARY</u> \$9.00/hour	Current employees who are interested in this position must submit an application to Human Resources no later than November 4, 2011

- Opens and closes store as scheduled and follows assigned opening and closing procedures.
- Counts money drawers at opening and closing and ensures that there is adequate change.
- Ensures that daily work tasks assigned by Retail Store Manager are completed.
- Assists in completing required paperwork.
- Maintains a clean and safe work / shopping environment.
- Reports known or suspected security and / or theft problems.
- Ensures customers are treated in a fair, courteous and efficient manner.
- Performs cash register voids, discounts and completes employee purchase log
- Performs the duties of a cashier/sorter
- Requires high school diploma or equivalent
- Requires a minimum of six months experience as a cashier / sorter in a LLGI retail store or equivalent experience in another retail operation.
- Requires ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and compute percent.
- Requires ability to complete reports accurately as assigned.
- Requires ability to operate cash register and process cash and credit card transactions.
- Requires ability to count money and make change.
- Requires strong customer service skills and the ability to communicate effectively.
- Requires working knowledge of donation processing
- Requires ability to stand for extended periods and lift up to 30 pounds
- Requires ability to work independently while fostering a team atmosphere
- 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.*