

JOB ANNOUNCEMENT

LAND OF LINCOLN GOODWILL INDUSTRIES

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

- Monitors cash management, inventory control, and store appearance.
- Monitors sales, production and donations performance and provides monthly reviews to staff.
- Responsible for meeting and or exceeding revenue and contribution targets for store.
- Maintains sales performance consistent with corporate guidelines.
- Provides maximum level of customer service to ensure repeat sales.
- Complies with all agency polices, procedures and safety standards and ensures safety training throughout areas supervised and maintain same to meet CARF, Department of Labor, OSHA and other regulatory standards.
- Creates daily and weekly work schedules and assignments to maintain effective operations.
- Hires, trains, supervises and motivates a retail store team.
- Prepares records of sales data, bank deposits and daily operational records; makes bank deposits.
- Participates in long range planning and budgeting.
- Reviews and reports on retail store metrics. Advises Vice President of Retail Operations on significant variances and specific action plans to correct.
- Requires high school diploma or equivalent.
- Requires four years supervisory / management experience in a retail environment.
- Requires ability to achieve revenue and bottom line contribution goals.
- Requires ability to achieve production goals through effective utilization of staff.
- Requires ability to build positive relations with staff & customers to achieve customer service goals.
- Requires effective verbal and written communication skills.
- Requires ability to manage employees effectively, including evaluating performance, coaching & administering discipline.
- Requires ability to supervise & 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.*