

*** JOB POSTING ***

GOODWILL INDUSTRIES OF SOUTH CENTRAL CALIFORNIA

Job Title: Supervisor

Requirements: Serve as a positive role model; knowledge of cash register operation, customer service procedures, sorting, selecting and marking merchandise; basic math knowledge to perform record keeping and reporting of money, sales and production; ability to work accurately and effectively with a wide variety of individuals, ability and desire to supervise the work of others; ability to report to work faithfully and on time as scheduled. Pass Background check and drug screen.

Responsibilities:

- Work with disabled/disadvantaged individuals and demonstrate positive, appropriate work behaviors by serving as a role model.
- Follow safety policies and procedures.
- Assist in supervising all store activities in an orderly and professional manner to ensure maximum customer satisfaction and provide maximum security and protected donated merchandise.
- Sell merchandise to the general public, display merchandise on the sales floor, provide all necessary customer service while projecting a positive image during public contact.
- Handle cash register functions and transactions including sales, voids, overrings, correct pricing, inventory control, and receipting to customers.
- Cash register fund including before and after counts, daily reports and accounting for overages and shortages.
- Perform necessary record keeping and reporting of money, sales, inventory and production.
- Fulfill production functions such as: receive donated goods, direct donors to proper location, issue donation receipts, sort and select merchandise, prepare merchandise for sale and floor display and mark items.
- Perform housekeeping duties
- Follow Loss Prevention policies and procedures and to comply with Loss Prevention audits.
- Attend meetings and trainings as required.
- Other duties as assigned.

If you are interested in this job please submit internal posting response form to Human Resources no later than Tuesday, February 22, 2011.