

GOODWILL INDUSTRIES OF SOUTH TEXAS, INC.

JOB VACANCY ANNOUNCEMENTS NOVEMBER 8, 2016

Applications available on our website: www.goodwillsouthtexas.com

* PLEASE ENTER JOB TITLE & LOCATION ON APPLICATION *

CORPUS CHRISTI LOCATIONS:

ANNAVILLE STORE, 10522 LEOPARD:

- SALES ASSOCIATE-(PART-TIME)
- DONATION ATTENDANT II-(ADC II) (PART-TIME)
- CREW LEADER-(FULL-TIME)

CENTRAL LOCATION:

- DONATION ATTENDANT I- (ADC I) - (PART-TIME)

CORPORATE OFFICE, 2961 S. PORT

- INTAKE SPECIALIST-GW VETERAN SERVICES-(PART-TIME)
- VITA SITE COORDINATOR-(FULL-TIME)

DISTRIBUTION CENTER, 4930 OLD BROWNSVILLE RD:

- TRUCK DRIVER I-(PART-TIME)
- SALVAGE OPERATOR-(PART-TIME)
- DISPATCHER-(PART-TIME)

FLOUR BLUFF STORE, 10209 SPID:

- CREW LEADER- (FULL-TIME)
- DONATION ATTENDANT II-(ADC II)-(PART-TIME)
- VITA SITE COORDINATOR-(FULL-TIME)

PORT LOCATION, 2961 S. PORT:

- ACCOUNT EXECUTIVE-(FULL-TIME)
- E-COM TECH-(PART-TIME)
- GTS MANAGER-(FULL-TIME)

PORT STORE 2961 S. PORT:

- CREW LEADER-(FULL-TIME)
- GARMENT INSPECTOR-(PART-TIME)
- SALES ASSOCIATE-(PART-TIME)
- STORE MANAGER-(FULL-TIME)
- DONATION ATTENDANT-(ADC II)-(PART-TIME)

STAPLES STORE, 6526 S. STAPLES (SOUTHSIDE)

- CREW LEADER-(FULL-TIME)
- SALES ASSOCIATE-(PART-TIME)
- DONATION ATTENDANT-(ADC II)-(PART-TIME)

OUT OF TOWN LOCATIONS

ALICE, TEXAS STORE:

- NO OPENINGS

BEEVILLE, TEXAS STORE:

- DONATION ATTENDANT II-(ADC II)(PART-TIME)

KINGSVILLE, TEXAS STORE :

- CREW LEADER-(FULL-TIME)

PORTLAND, TEXAS STORE:

- DONATION ATTENDANT II-(ADC II) (PART-TIME)
- SALES ASSOCIATE-(PART-TIME)
- CREW LEADER-(FULL-TIME)

SOUTHERN LOCATION (RIO GRANDE VALLEY):

- DONATION ATTENDANT I-(ADC I) (PART-TIME)

ALAMO, TEXAS STORE:

- DONATION ATTENDANT II-(ADC II) (PART-TIME)
- SALES ASSOCIATE-(PART- TIME)

BROWNSVILLE, TEXAS STORE:

- SALES ASSOCIATE-(PART-TIME)
- DONATION ATTENDANT II-(ADC II) (PART-TIME)
- CREW LEADER-(FULL-TIME)

EDINBURG, TEXAS STORE (McCOLL):

- DONATION ATTENDANT II (ADC II) (PART-TIME)
- SALES ASSOCIATE (PART-TIME)

EDINBURG, TEXAS STORE (WISCONSIN):

- DONATION ATTENDANT-(PART-TIME)
- SALES ASSOCIATE-(PART-TIME)
- CREW LEADER-(FULL-TIME)

EDINBURG, TX LEARNING CENTER (WISCONSIN):

- RECEPTIONIST-(FULL-TIME)

HARLINGEN, TEXAS STORE (DIXIELAND):

- SALES ASSOCIATE-(PART-TIME)
- DONATION ATTENDANT II (ADC II) (PART-TIME)

HARLINGEN, TX LEARNING CENTER(DIXIELAND):

- NO OPENINGS

DISTRIBUTION CENTER (702 DIXIELAND RD):

- TRUCK DRIVER I (PART-TIME)

McALLEN, TEXAS STORE (NOLANA):

- DONATION ATTENDANT-(ADC II) (PART-TIME)
- SALES ASSOCIATE-(PART TIME)

PALMHURST, TEXAS STORE:

- SALES ASSOCIATE-(PART-TIME)
- DONATION ATTENDANT II (ADC II) (PART-TIME)

VICTORIA, TEXAS STORE:

- SALES ASSOCIATE -(PART-TIME)
- DONATION ATTENDANT II-(ADC II) (PART-TIME)

JOB DESCRIPTIONS

CREW LEADER – RETAIL

GENERAL DESCRIPTION OF DUTIES:

Acknowledge customers in friendly and courteous manner, provides customer service per agency standards and assists with customer issues when the Retail Store Manager is not present. Supervises store staff and its operations when the Retail Store Manager is not present. Oversees the opening and closing of the retail store. Trains and assists Sales Associate, ADC II and ADC I in their duties. Assists with scheduling employee's hours and duties. Supervises and manages the Community Service Volunteer program.

PROVIDES SUPERVISION TO:

Sales Associate, ADC II, ADC I, CSR volunteers

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Opens and/or closes store as per agency procedures
- Maintains a safe working environment for employees and the public
- Handles return merchandise as per agency procedures
- Processes customer inquiries and handles customers in courteous manner. If necessary, refers customer to Store Manager
- Provides complete reports in a timely manner to retail director and finance office as required
- Makes nightly bank deposits and makes change at the bank as needed according to agency procedures
- Provides training to Sales Associate, ADC I and ADC II
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property

OTHER FUNCTIONS:

- Maintains production levels as assigned by supervisor to achieve store goals set by the agency
- Attends trainings/meetings as directed by supervisor
- Participate in the hiring process
- Participate in continuous professional development training
- Provides excellent customer service
- Adheres to all agency policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion, or 5 plus years of related experience
- Demonstrated successful work experience
- Ability to follow instructions
- Ability to communicate effectively with customers and staff members
- Ability to read and write English
- Ability to perform basic math skills
- Ability to understand, use and complete agency forms or documents properly
- Ability to work flexible schedule including days, weekends, evenings and holidays
- Valid Texas Driver's License, clean driving record, and carry minimum liability coverage as required by the State of Texas
- Must pass pre-employment criminal background check and Drug/Alcohol screen

PREFERRED QUALIFICATIONS:

- Leadership experience
- Basic computer skills including EXCEL and WORD
- Bilingual

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Able to work in hot/cold, humid and/or dusty environments
- Able to frequently bend, stoop, push, pull and stand for extended periods of time
- Able to lift and carry up to 75 lbs
- Must have adequate vision to perform duties

DISPATCHER

GENERAL DESCRIPTION OF DUTIES:

Responsible for routing and monitoring transportation fleet to ensure maximum efficiency. Establish daily routes for drivers. Assuring runs are completed. Effective communication with both internal and external partner.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Answering busy phone
- Maintain daily paperwork including schedules, diversion sheets and cancellations
- Resolve transportation conflicts
- Will be required to operate forklift as needed
- Adhere to and enforce safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory
- Ensure all operations are performed in accordance with company policies and procedures
- Perform other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to work well under pressure
- Must be flexible
- Computer proficiency
- Must be willing to be forklift certified
- Requires excellent organization, communication and interpersonal skills

PREFERRED QUALIFICATIONS:

- General geographical knowledge of South Texas area
- Bilingual

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to work in hot/cold, humid, and/or dusty environment
- Must be able to perform physical requirement of the position including but not limited to: inside sedentary work; able to lift 25 pounds
- Ability to sit for long periods of time

DONATION ATTENDANT I (ADC I)

GENERAL DESCRIPTION OF DUTIES:

Acknowledges customers and donors in a friendly and courteous manner. Accepts donations from the public, presorts donations and supports the Donated Goods Program. Provides tax receipts as needed to the donor. Provides excellent customer service per agency standards. Assists donors through unloading items from the donor's vehicle onto Goodwill's property.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Accepts donations from the general public, according to agency standards
- Provides excellent customer service to customers
- Sorts donation into basic categories per agency standards
- Keeps work area clean , stocked and organized per agency standards
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment, and inventory

OTHER FUNCTIONS:

- Attends meetings as directed by supervisor
- Performs janitorial duties as assigned by supervisor
- Adheres to agency policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to follow instructions
- Ability to communicate effectively with customers, and staff members
- Ability to correctly use and complete agency forms and documents as needed for this position
- Flexible work schedule, including days, evenings, weekends and holidays

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- Bilingual

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Able to bend, push, pull, stoop and stand for long periods of time
- Able to lift and carry 75 pounds
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision to examine donated items in the presort stage

DONATION ATTENDANT II (ADC II)

GENERAL DESCRIPTION OF DUTIES:

Acknowledges customers in friendly and courteous manner, and provides customer service per agency standards. Works in a team environment to produce sufficient quantities of inventory for reaching sales goals using standardized methods. Accepts donations, and offers receipts as needed. Assists donors through unloading items from the donor's vehicle, onto Goodwill's property.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Maintains a clean working environment for employees and the public
- Processes donor inquiries and handles complaints in courteous manner. If necessary, refers customer to Store Manager or Crew Leader
- Accepts donations from the general public
- Prepares and disburses tax receipts as requested by donors
- Sorts donations based on qualitative criteria as established by the agency
- Processes textiles using agency standards for hanging, tagging, tallying
- Processes hardlines using agency standards for pricing, tagging, tallying
- Distributes inventory efficiently to store fixtures
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Maintains production levels as assigned by supervisor to achieve store goals set by the agency
- Attends meetings as directed by supervisor
- Provides excellent customer service to customers
- Performs janitorial duties as assigned by supervisor
- Adheres to all agency policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to follow instructions
- Ability to communicate with customers
- Ability to understand, correctly use and complete agency forms or documents as needed
- Ability to perform basic math skills
- Flexible work schedule, including days, evenings, weekends, and holidays

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- Bilingual

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Able to bend, push, pull, stoop and stand for long periods of time
- Able to lift and carry 75 pounds
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision to examine donated items in the presort stage

GENERAL DESCRIPTION OF DUTIES:

Assist in the operations of online sales for Goodwill Industries of South Texas. Collect, research, write descriptions, post items for online sales. Photograph, wrap, and ship goods to buyers. Provide detailed records of all transactions. Communicate with buyers via phone and email. Maintain positive response ratings from the online community which create an excellent online reputation for Goodwill Industries of South Texas.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Collect items for online sales through the stores and Distribution Center
- Prepare items for sale online by wiping, cleaning or making minor repairs
- Researches descriptions and collects data about each item to be placed for sale online
- Researches value of each item
- Photographs items to be placed for sale online
- Posts item for sale online with fair value and accurate description
- Assists with customer inquiries and handles complaints in courteous manner. If necessary, refers customer to Retail Director
- Appropriately wraps items for shipping
- Prepares items with accurate information on all labels, using appropriate postage
- Delivers packages to the Post Office or other mail service providers
- Keeps work area clean and free of unnecessary materials
- Maintains and submits reports as required to the Retail Director and Business Office
- Makes bank deposits for items picked up locally
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Assists with other assignments as required by Director of Retail

REQUIRED QUALIFICATIONS:

- Proficiency in Microsoft Office, Outlook
- Ability to read and write in English as well as communicate with diverse customer base to provide prompt and courteous service
- Ability to perform basic mathematical skills
- Ability to work flexible days and hours, including weekends and holidays
- Must pass pre-employment background check and Drug/Alcohol test
- Must have valid Texas Driver's License, clean driving record and carry minimum liability coverage as required by the State of Texas

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- One (1) year experience working with online sales

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Able to frequently bend, stoop, push, pull, reach and stand for long periods of time
- Able to lift and carry 50 lbs of weight
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision

GARMENT INSPECTOR

GENERAL DESCRIPTION OF DUTIES:

Visually checks textile items for quality. Inspects for defects. After checking, sorts items into standard categories. Produces sufficient quantities of inventory for reaching sales goals using standardized method.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Maintains a clean working environment for employees
- Sorts textiles based on qualitative criteria as established by the agency
- Processes textiles using agency standards for hanging, tagging, tallying
- Distributes inventory efficiently to store fixtures
- Ability to work with and train people with disabilities
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Maintains production levels as assigned by supervisor to achieve store goals set by the agency
- Attends meetings as directed by supervisor
- Provides excellent customer service
- Performs janitorial duties as assigned by supervisor
- Adheres to all agency policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to follow instructions
- Ability to communicate with customers
- Ability to understand, correctly use and complete agency forms or documents as needed
- Ability to perform basic math skills
- Flexible work schedule, including days, evenings, weekends, and holidays

PREFERRED QUALIFICATIONS:

- Ability to read and write in English

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Must be able to work in hot/cold, humid and/or dusty environments.
- Able to frequently bend, stoop, push, pull and stand for extended periods of time
- Able to lift and carry up to 25 lbs of weight
- Must have adequate vision to perform duties

GTS MANAGER (PROGRAM MANAGER)

GENERAL DESCRIPTION OF DUTIES:

Responsible for ensuring goals and objectives related to the program are met. Communicate with all referring agency staff concerning nature of targeted programs, goals, and compliance. Provide training to program staff on issues affecting participants. Analyze participant's situation, take appropriate action, and make necessary referrals. Provide customer-focused system that reinforces the strategy of developing personal responsibility to participants including program staff.

PROVIDES SUPERVISION TO:

Employment Consultant, Facilitator, Case Manager

ESSENTIAL FUNCTIONS:

- Conduct participant outreach activities and program orientation
- Implement and monitor program goals and objectives. Ensure user-friendly access to employment, education, training information and support services that enable employment at the earliest opportunity to participants
- Provide training to program staff on regulations and external communications with direct supervisor, program staff and other referral sources
- Develop and maintain positive internal and external communications with direct supervisor, program staff and other referral sources.
- Attend and conduct staffings to monitor program goals and services to participants
- Prepare and maintain appropriate records and reports
- Interview, assist in hiring, and supervise program staff
- Maintain a professional working relationship with partner agencies and community businesses/organizations
- Meet deadlines under time constraints
- Knowledge of job training programs, case management, local social service organizations and mission services programs
- Familiar with current employment and business trends in the community
- Ensure all operations are performed in accordance with the company policies and procedures
- Adhere to and enforce safety and loss prevention procedures to prevent injury to personnel and damage to people, equipment and/or inventory

OTHER FUNCTIONS:

- Perform other related duties as assigned by supervisor

REQUIRED QUALIFICATIONS:

- Bachelor's degree with three years supervisory and management experience
- Excellent written and oral communication skills
- Must have a valid Texas Driver's License, clean driving record and carry minimum liability coverage as required by the State of Texas
- Must pass pre-employment background check and drug test

PREFERRED QUALIFICATIONS:

- Master's Degree in Human Services, Counseling and Guidance, Psychology related fields
- Experience in working with the business community
- Bilingual

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to manipulate computer/typewriter keyboards
- Ability to travel independently to worksites and business meetings

INTAKE SPECIALIST

GENERAL DESCRIPTION OF DUTIES:

Responsible for ensuring completion of appropriate documents in assessing referral eligibility for mission services, completing initial screening of potential clients and coordinating intake/admissions procedures with appropriate staff and referrals. Responsible for communicating professionally with clients, family members, funding sources, service providers, businesses, and other parties and staff involved. Responsible for ethical and professional dissemination of program and educational information to referral sources.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Coordinates and implements all pre-admissions activities, including on and off-site screenings and tours
- Interviews candidates and collects relevant information to maintain computer database of service recipient information
- Completes, compiles and disseminates accurate and timely paperwork and reports associated with the admissions process
- Collects, compiles, and disseminates accurate and timely statistics on referrals, inquiries
- Confers with relevant staff members to coordinate and schedule admission of clients
- Coordinates services with other internal programs, service providers, and community organizations
- Communicates effectively and courteously when dealing with colleagues, clients, parents, guardians, and other interested parties
- Exhibits sound and accurate judgment evidenced by identifying problems, reviewing aspects with appropriate staff and managers, and developing timely and alternative solutions
- Seeks opportunities to develop skills and knowledge. Keeps abreast of current developments in field to update job skills and knowledge
- Respects the confidentiality of the clients and customers
- Ensure that all operations are performed in accordance with company policies and procedures
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to people, equipment and inventory

OTHER FUNCTIONS:

- Performs other related duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in rehabilitation or related field plus one year experience or
- Associate's Degree in related field plus 2 years experience
- Must have valid Texas driver's license, clean driving record and carry the minimum liability coverage as required by the State of Texas; must provide own transportation
- Must pass pre-employment background check and Drug/Alcohol test

PREFERRED QUALIFICATIONS:

- Bi-lingual
- Knowledge of local service organizations and other community resources
- Experience in working with people with disabilities and/or disadvantaging conditions

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Sitting, standing and walking
- Exposure to clients who have problems with walking and balance may require physical support and assistance
- May be required to work in hot/cold, humid and/or dusty environments
- Exposure to clients who may become threatening, physically assaultive or may demonstrate inappropriate sexual behaviors

RECEPTIONIST

GENERAL DESCRIPTION OF DUTIES:

Represents the organization in a professional manner as a first point of contact by receiving telephone calls and visitors to facility. Determines the nature of the call or visit and direct to the proper person or department. Typing, recording, filing and other clerical duties may be assigned.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Answer incoming telephone calls within two rings; greet visitors directing them to appropriate person or department in a fast-paced environment
- Work independently with minimal supervision
- Ability to prioritize activities
- Type letters, reports, forms, etc., as assigned by supervisor
- Perform all duties courteously and efficiently
- Sort, log and distribute incoming U.S. mail daily
- Log outgoing mail and affix appropriate postage
- Data entry as required
- Maintains copier and fax machines
- Files paperwork as necessary
- Prepare reports as requested
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- Type at least 40 wpm
- Knowledgeable of computers and use of Word and Excel
- Legible handwriting and some math ability
- Able to hear and speak clearly to be understood by all callers and visitors
- Courteous, friendly and professional telephone manners

PREFERRED QUALIFICATIONS:

- Six (6) months receptionist experience
- Bilingual

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Primarily works in an office setting
- Must be able to perform physical requirements of the position including but not limited to: inside sedentary work; able to lift 25 pounds
- Ability to sit for long periods of time

SALES ASSOCIATE

GENERAL DESCRIPTION OF DUTIES:

Acknowledges customers in friendly and courteous manner, and provides customer service per agency standards. Operates Point of Sale system (or cash register), makes change for customers and bags merchandise. Maintains store sales floor through merchandising and cleaning. Follows agency's cash handling policy and procedures.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Rings up store sales correctly using a Point of Sale system or cash register.
- Counts and tenders correct change to customers at time of sale
- Counts cash drawer at beginning and/or close of sales day as per agency procedures
- Maintains a clean working environment for employees and the public
- Provides excellent customer service
- Processes customer inquiries and handles complaints in courteous manner. If necessary, refers customer to Store Manager or Crew Leader
- Merchandises the sales floor, window displays, new goods
- Rotates inventory by pulling (removing) through color rotation, and salvaging pulled merchandise
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment, and inventory

OTHER FUNCTIONS:

- Attends meetings as directed by supervisor
- Adheres to all agency policies and procedures
- Performs janitorial duties as assigned by supervisor
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to follow instructions
- Ability to communicate with customers, and staff members
- Ability to understand, correctly use and complete agency forms or documents as needed
- Ability to perform basic math skills
- Flexible work schedule, including days, evenings, weekends, and holidays

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- One (1) year cash register experience
- Bilingual

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Able to bend, push, pull, reach, stoop and stand for long periods of time
- Ability to lift and carry 50 pounds
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision to perform duties

SALVAGE OPERATOR

GENERAL DESCRIPTION OF DUTIES:

Moves, stores, process and disposes of warehouse inventory as directed, prepares salvage material for sale; keeps warehouse in proper order.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Sort goods to determine items to be bundled as salvage and items to be trashed as directed by supervisor
- Safely operate baling machine to bind salvage for sale, compactor, and forklift as required. Wire bundle, weigh, and mark as directed
- Move items in inventory to appropriate areas. Use pallet jack and forklift as necessary
- Break down cardboard boxes and place in proper area
- Move bins to designated areas
- Loads and unloads trucks as directed
- Make certain warehouse and outside areas are clean and orderly
- Adhere to and enforce safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory
- Ensure all operations are performed in accordance with company policies and procedures
- Perform other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to work flexible days and hours
- Ability to sort and classify product lines in accordance with company procedures
- Must be forklift certified
- Must pass random drug/alcohol screenings per company policy

PREFERRED QUALIFICATIONS:

- Forklift experience
- High School Diploma or GED certificate of completion

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Ability to work in hot/cold, humid and/or dusty environment
 - Ability to bend, push, pull, reach, and stand for long periods of time
 - Ability to lift and carry 75 pounds
 - Must have adequate vision to perform duties
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STORE MANAGER

GENERAL DESCRIPTION OF DUTIES:

Responsible for the efficient operation of a retail store, including, but not limited to, bank deposits and cash control; merchandising; staff selection, supervision, training and evaluation; processing merchandise available for resale; and security and safety of company employees and property. Position will be expected to achieve established goals for sales, payroll, safety and expense control.

PROVIDES SUPERVISION TO:

Assistant Store Manager
Sales Associates
Production Retail Laborers
Participants Receiving Services
Donation Station Attendant

RESPONSIBILITIES:

1. Lead and encourage assigned workforce, by; giving proper training; delegating specific duties; and establishing work schedules to ensure a smooth running operation.
2. Order and/or produce merchandise of sufficient quantity and type to meet or exceed sales goals.
3. Under guidance of the Director of Operations, set goals for ultimate store performance and plan for the best possible merchandising system, including floor plan, displays and in-store promotions.
4. As part of the management team, interview, hire and, when necessary, discipline and/or terminate employees in accordance with company policies and procedures.
5. Maintain excellent customer relations by creating a shopper and donor friendly environment, and acknowledge customer concerns by resolving them in a manner that is in the best interest of the customer(s) and Goodwill Industries.
6. Responsible for operating efficiencies within established revenue and expense budgets as directed.
7. Oversees stock rotation schedule.
8. Responsible for accurate recording of all retail transactions and sees that all cash drawers are balanced daily per standard accounting procedures.
9. Maintain a close watch on waste and supplies.
10. Maintain proper attitude towards safety and ensures that all operations are performed in accordance with the company's safety program.
11. Ensure store equipment and facility are kept in proper working order. Promptly notify Director of Operations of defects.
12. Assist in other assignments as required.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years retail sales experience.
3. Ability to work with limited supervision, and to make effective decisions by exercising discretion, independent judgment, problem solving skills, and creativity.
4. Knowledge of cash registers, calculators, and other related supplies, tools and equipment.
5. Ability to perform sufficient math, as well as read, write and listen proficiently to communicate with supervisors, subordinates and customers.
6. Knowledge of stock control and merchandising.
7. Prefer work experience with persons who may have a disability or other disadvantaging condition.
8. Ability to work holidays, weekends, day and evening hours.
9. Prefer bilingual (English/Spanish)
10. Must be able to use own personal vehicle, have a valid Texas driver's license, clean driving record and carry the minimum state liability insurance.

PHYSICAL REQUIREMENTS:

1. Frequent lifting, pushing and pulling awkward materials up to 50 lbs.
2. Occasional stooping and climbing.
3. Constant standing for up to 8 hours per day.
4. Ability to work in an environment that may not have adequate air conditioning or heating.

TRUCK DRIVER I

GENERAL DESCRIPTION OF DUTIES:

Represents the organization in a professional manner. Responsible for the safe driving of company vehicles while utilizing knowledge of state/federal regulations governing moving vehicles. Responsible for safe loading, unloading and securing all appropriate material.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Transport specified material to and from designated locations
- Safely load, unload and secure all appropriate material
- Prepare and submit required daily manifests
- Inspect truck equipment and supplies daily, reporting problems to supervisor
- Safeguards vehicle and agency assets under drivers' control
- Perform minor emergency roadside repairs such as adding fluids, changing fuses, installing light bulbs, or other items as necessary and/or required
- Communicate effectively with internal and external customers
- Ensure that all operations are performed in accordance with company policies and procedures
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Must be at least 25 years old
- Ability to work flexible days and hours
- Valid Texas driver's license, clean driving record
- Ability to read, write English
- Must pass pre-employment criminal background check and Drug/Alcohol test
- May be asked to demonstrate driving skills
- Must become forklift certified within 30 days of employment
- Knowledgeable of State/Federal regulations that govern large moving vehicles

PREFERRED QUALIFICATIONS:

- Bilingual
- Previous truck driving experience

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to work in hot/cold, humid and/or dusty environment
- Ability to bend, push, pull, reach and stand for long periods of time
- Ability to lift 75 pounds

VITA SITE COORDINATOR

GENERAL DESCRIPTION OF DUTIES:

Provide supervision of the Voluntary Income Tax Assistance (VITA) program, support and assist volunteers in servicing clients seeking tax return assistance

PROVIDES SUPERVISION TO:

Vita Volunteers

ESSENTIAL FUNCTIONS:

- Ensure that intake and tax preparation procedures are in place and followed to ensure quality returns.
- Ensure timely filing of all returns
- Ensure client confidentiality and privacy is paramount
- Develop reporting and file management procedures to aid in the accurate data reporting
- Ensure all quality site requirements are in place at VITA sites
- Adhere to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Perform any and all other duties as assigned by Director of Mission Services & VITA Cash Coalition

REQUIRED QUALIFICATIONS:

- Strong written and verbal communication
- Organizational and management skills to work with volunteers and coalition partners
- Basic tax knowledge (Advanced certification required)
- Professional work ethic with the ability to work independently
- Early evening and weekend hours required
- Ability to work with tax preparation software

PREFERRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Bilingual

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Must be able to perform physical requirements of the position including but not limited to: inside sedentary work; able to lift 25 pounds