



Licking/Knox Goodwill Industries, Inc.
65 S. 5th Street • PO Box 828
Newark, OH 43058-0828
Phone 740-345-9861 • Fax 740-345-3191

JOB# 6520291

POSITION:

Sales/Processing Associate

SITE:

Buckeye Lake Store • 10933 Hebron Road • Buckeye Lake, OH 43008

DAYS/HOURS:

25-34 hours per week • Mostly afternoon & evenings
Store Hours: Monday-Saturday 9:00am-9:00pm • Sunday 11:00am-7:00pm

DUTIES:

This position is responsible for sorting the incoming donations into appropriate categories, preparing saleable items for the sales floor, pricing donations, organizing merchandise on the sales floor, maintaining a clean and orderly sales floor, assisting customers as needed, and operating a cash register.

REQUIREMENTS:

Must have cashier experience.

Employer conducts pre-employment drug test.
Employer conducts background & credit check.

SKILLS/ABILITIES REQUIRED:

Ability to effectively communicate in writing & verbally, both in person & on the telephone.
Must have good customer service skills and be able to work unsupervised & independently.
Ability to operate a cash register, calculator & adding machine.
Ability to count money & make appropriate change from the register drawer.
Ability to add, subtract, multiply, divide & calculate percentages.
Must have the physical ability to stand, walk, and climb stairs for long periods of time.
Must be able to bend, twist, stoop, squat, reach, and lift/carry up to 25 lbs.
Ability to meet attendance standards.

HOURLY SALARY:

\$7.85/hr • Non-Exempt

POSTING DATE: 09/10/13

APPLICATIONS ACCEPTED THROUGH: 09/17/13

HOW TO APPLY:

APPLY ONLINE! Complete Recruit Wizard for this position on our website at www.goodwillnewark.com
Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

NO PHONE CALLS, PLEASE.

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs.
All applicants must meet program eligibility standards as required by law.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY