



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# 12986981

**POSITION:** Sales/Processing Associate

**SITE:** Coshocton Avenue Store • 855 Coshocton Avenue • Mt. Vernon, OH 43050

**DAYS/HOURS:**

20-29 hours per week • Must be able to work all shifts  
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. Primary duties are organizing merchandise on the sales floor, maintaining a clean and orderly sales floor, assisting customers as needed, and operating a cash register as needed.

**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:** \$8.10/hr • Non-Exempt

**POSTING DATE:** 04/03/15

**APPLICATIONS ACCEPTED THROUGH:** 04/10/15

**HOW TO APPLY:**

**APPLY ONLINE!** Complete Recruit Wizard for this position on our website at [www.goodwillnewark.com](http://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.

Licking/Knox Goodwill is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**EOE/AA/M/F/Vet/Disability**