



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

View all of our job openings & apply online at  
[www.goodwillnewark.com](http://www.goodwillnewark.com)

**JOB# 14964821**

**POSITION:** Shift Manager

**SITE:** Buckeye Lake Store • 10933 Hebron Road • Buckeye Lake, OH 43008

**DAYS/HOURS:**

35-40 hours per week • Must be flexible to meet store needs • Evening & Weekend hours required  
Store Hours: Monday-Saturday 9:00am-9:00pm • Sunday 11:00am-7:00pm

**DUTIES:**

This position is responsible for assisting the Store Manager or Manager-in-Charge with the daily operations of the retail store; this includes sorting, pricing & displaying donated goods, maintaining records of sales, voids, coupons & clothing requisitions, as well as all other functions associated with operating a store. This position must supervise employees, ensure quality control standards are met and complete required trainings for employees.

**REQUIREMENTS:**

Management experience preferred.

Must have cashier experience.

Must be able to work all shifts including evenings & weekends.

Must possess a valid Ohio driver's license and be able to meet driving standards.

Employer conducts pre-employment drug test.

Employer conducts credit & background check.

**SKILLS/ABILITIES REQUIRED:**

Ability to effectively communicate in writing & verbally, both in person & on the telephone.

Must have computer experience with and be proficient in Excel.

Ability to add, subtract, multiply, divide & calculate percentages.

Ability to count appropriate change from the register drawer.

Ability to operate a computer, cash register, calculator and adding machine.

Ability to organize and prioritize job duties.

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.

**HOURLY SALARY:** \$9.45/hr • Non-Exempt

**POSTING DATE:** 11/13/15

**APPLICATIONS ACCEPTED THROUGH:** 11/20/15

**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 Industries, Inc. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability, sexual orientation, gender identity or any other status protected by federal, state, or local law.

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