

GOODWILL EASTER SEALS JOB DESCRIPTION - NOVEMBER 2001

TITLE: Assistant Manager

DIVISION: Retail Operations

CLASSIFICATION: Non-Exempt, Full Time

REPORTS TO: Store Manager

SUPERVISES: Assists the store manager with supervising store employees and trainees, may also supervise community service workers.

Purpose of position:

To assist the store manager with the day to day store operations and sales performance to meet or exceed budget while in compliance with company standards, policies and procedures.

Essential Functions: (must be able to perform these functions, with or without a reasonable accommodation).

1. Supervises and trains staff giving them oral and written communications regarding work performance as necessary.
2. Assists in recruiting, interviewing, reference checking and conducting workplace orientations for new hires as needed.
3. Opens and closes the store as scheduled.
4. Supervises, works with and motivates store employees to reach assigned production guidelines.
5. Receives, prices, displays and sells store merchandise, as well as delegates others to do the same.
6. Records and balances cash register receipts, makes bank deposits and records store transactions, daily, or as scheduled to do so.
7. Adequately stocks and maintains interior and exterior of store in an attractive manner.
8. Uses cash register to total sales, accepts payment, and authorizes voids, returns, exchanges and credit for merchandise.
9. Ensures the proper rotation of all store merchandise.
10. Assists in store's loss control by watching customers and employees and reporting suspicious activity to the manager or director.
11. Initiates and completes personnel and payroll records, in a timely manner, as well as other paperwork required in day-to-day operations of the store, in the absence of the store manager.
12. Ensures the cleanliness and safeness of the store and/or donation stations by sweeping, vacuuming, mopping, dusting and cleaning bathrooms or delegating tasks to store employees.
13. Completes accurate sales reports and transmits to the main office by 10:00am each day.
14. Keeps employees' daily attendance records and processes employee requests for absences and vacations, in the absence of the store manager.
15. Observes safety procedures and personnel policies and ensures compliance by employees, community service workers and trainees.
16. Acts as a positive role model for employees, trainees and customers in all aspects of professional development.

17. Regular attendance is required as outlined in Goodwill Easter Seals' attendance policy.

Marginal Functions: (Duties that are likely to be assigned to this person, unless he/she proves unable to perform them after receiving training and/or accommodations that we judge appropriate).

1. Other duties as assigned.

Skills, knowledge and abilities: (these are required to enable job holder to perform the essential functions of the job).

1. Must be able to interact cordially and productively with a variety of people.
2. Must be able to market Goodwill Easter Seals and explain the mission to the general public.
3. Must be able to read, write and communicate clearly in English.
4. Must establish and maintain an effective working relationship with supervisors employees and co-workers, while motivating them to their best performance.
5. Must be able to work a flexible schedule, on short notice, including nights, weekends and holidays, and occasionally in excess of 40 hours per week.
6. Ability to function in a hectic work environment with occasional periods of high stress.
7. Must be able to take initiative and make decisions with little supervision.
8. Must have knowledge of fashionable women's, children's, and men's clothing as well as furniture and household items.
9. Must be able to lift and carry objects weighing up to 25 lbs. frequently and 75 lbs., with assistance, occasionally.
10. Must be able to stand and walk for a prolonged period and to frequently bend, stretch and stoop.
11. Must have basic computer skills including the use Word and Excel applications.

Experience and Education Requirements:

High School diploma or GED preferred. Two years sales experience. Prior supervisory experience preferred.

Working Conditions:

Frequent physical exertion, exposure to unfit donated goods.

I have read and understand this job description. I have discussed this job description with the supervisor/manager who interviewed me. If offered this position, I will be able to perform the essential functions of this position with or without accommodation.

Applicant's Signature

Date

Supervisor/Manager's Signature

Date