

General Manager

Exempt Full-Time; \$34,000/YR

- Responsible for meeting daily production quotas.
- Enforce safety and security policies and procedures.
- Adhere to all Goodwill policies, procedures, and regulations.
- Oversee the day-to-day operations of assigned retail store.
- Direct, supervise and coordinate staff activities to assure store goals and objectives are being met.
- Provide training and development to all store staff members.
- Ensure that all financial paperwork including, but not limited to, sales, production, timecards, logs, inventories, and other assigned work is properly completed and in a timely manner.
- Responsible for security of money including, but not limited to, keeping safe on full lock during store hours, as well as throughout the night, change funds, deposit bags, cash drawers, cashier codes, etc.
- Manage store staff, ensuring excellent customer service is provided by all team members.
- Provide excellent customer service to both external and internal customers.
- Manage all retail operations for store location.
- Enforce safety and security policies and procedures.
- Ensure walkways and aisles are clear of hazards; inspecting on an hourly basis.
- Keep store equipment in proper working order.
- Make bank deposits daily.
- Other duties as assigned.
- Must have Valid Driver's License.

Education/Experience

- High School diploma or GED required.
- Previous cashiering and supervisory experience.
- Management and customer relations skills.
- Good math aptitude.
- Working knowledge of cashiering, bank deposits and retail sales.
- Previous Retail Management experience.