

Assistant Managers

Non-Exempt Full-Time: \$13/hour

- Assist the store manager in the efficient operation of a retail store.
- Maintain excellent customer relations.
- Assist store manager with planning for best possible merchandising system, including displays and store promotions.
- Responsible for meeting daily production quotas.
- Assist with cash control and related reports.
- Assist with security and safety of company employees, property and assets.
- Lead and encourage store work force; when directed, assist with staff training; assign specific duties in absence of manager.
- Keep store equipment in proper working order. Notify store manager and/or district manager promptly of any defects.
- 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 in the absence of a store manager.
- Enforce safety and security policies and procedures.
- Responsible for all documentation such as: Incident reports, Absentee reports, Counseling statements and Warning slips, in the absence of a store manager.
- Maintain good housekeeping, keeping customer & employee walkways and aisles clear of hazards at all times, inspecting on an hourly basis.
- Adhere to all Goodwill policies, procedures and regulations.
- Provide excellent customer service to both external and internal customers.
- Able to lift/carry up to 30 pounds, occasionally lift/carry up to 50 pounds.
- Other duties as assigned.

Supervisory Responsibilities

- Supervise retail store cashiers.

Education/Experience

- High School diploma or GED.
- Previous cashiering and supervisory experience.
- Good math aptitude, able to pass math test.
- Working knowledge of cashiering, bank deposits and retail sales.