

GOODWILL INDUSTRIES OF KENTUCKY, INC.
Job Description

- I. Job Title: Donated-Goods Center Manager
- II. Primary Responsibility: Follows and enforces Goodwill's policies and procedures to generate collections and sales utilizing approved procedures and employing people with disabilities within accepted budget guidelines. A center manager serves as a role model for assistant managers, production clerks, production clerks II and cashiers by guiding and providing direction for them.
- III. Duties:
 - A. Schedules and supervises Assistant Managers, Production Clerks, Production Clerks II and Cashiers.
 - B. Trains Center personnel.
 - C. Recruits and selects personnel and does performance discussions.
 - D. Handles all personnel matters within agency policy and procedure, including disciplinary matters.
 - E. Promotes the Goodwill Donated Goods Program in the community.
 - F. Assures efficient stock rotation.
 - G. Assembles sales reports.
 - H. Maintains store premises, fixtures, and signage.
 - I. Performs administrative and clerical functions as needed.
 - J. Safeguards premises, equipment and inventory.
 - K. Transports or disposes of material as needed.
 - L. Promotes Goodwill's mission.
 - M. Assists in Budget preparation.
 - N. Administers First Aid as needed. (Employee will be provided with First Aid training.)
 - O. Participates in CQM Teams.
 - P. Performs other duties as assigned.
- IV. Immediate Supervisor: Donated Goods Manager
- V. Positions Supervised: Assistant Center Managers, Production Clerks and Production Clerks II, Cashiers, Diversion Workers, others as needed.
- VI. Job Qualifications: High school education or equivalent. Math and writing skills sufficient to do reports. Ability to supervise, hire and discipline employees. Must be able to plan and organize workflow with minimum supervision. Must have reliable transportation and telephone. Must have, or be able to become certified in First Aid and CPR. Must be able to lift and/or carry up to 50 pounds on occasion. Must have the physical capacity to bend, and or stoop, kneel or crouch occasionally. Must have the ability to pick up, handle, inspect and sort a variety of textile and houseware items. Must be able to work flexible schedule and handle confidential matters. Excellent community reputation. Honesty.