

## *We are currently recruiting for the following positions:*

### **Store Manager (F/T) - Clinton**

Responsible for the overall store operations including collections, processing, sales, financial performance, loss control activities and personnel management. Regularly supervises work for more than ten (10) subordinate sales personnel at any given time. May be required to lay out and supervise work for community service workers and supported employment work crews. Will typically be required to work regular weekend (i.e. Saturday, Sunday), evening hours and holidays customary to the retail trade. Ensure that quality customer service is provided by self and employees in a timely and courteous manner to all shoppers, donors and other employees. Interview, hire, train and direct activities of store personnel while maintaining positive morale of work forces. HS Diploma/GED, plus a minimum of 3 yrs. related experience. Pay rate \$55,117/yr.

[w/benefits](#)

### **Lead Donation Center Attendant (F/T) – Prospect**

Schedules and supervises work for 2-5 employees. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Performs generally routine duties in accepting donated goods at the Attended Donation Center. Report amount of material in/outside Donation Center which needs to be removed by truck at beginning of shift. Cordially greet donors and accept goods donated; assist donors by carrying material which is to be accepted and explaining material which cannot be accepted and why it must be refused. Provide a gift receipt form to the donor and maintain a copy. Less than high school education; or up to one month related experience or training. Must be available afternoons and weekends. Pay rate \$11.75/hr. [w/benefits](#)

### **Secretary/Receptionist (P/T- Job Share) – North Haven**

Performs various duties at the main reception area to operate the telephone console, relay information and performs various office support functions for the retail division. Greet and receive visitors and individuals receiving services, direct to appropriate individual or department. Train designated staff and/or temporary personnel in the operation of the telephone console to cover in relief periods. Compile and type statistical reports, update data base as necessary re: store sales data, donation volume, etc. Compile flyers for store sales, special events, etc. using appropriate computer software applications. Create requisitions for services, supplies, equipment and other essential items necessary for Retail operation. HS diploma/GED; and at least 1 year related experience. Computer literacy a must! Mon – Tues (7:30am – 4:30pm), Wed (7:30am – 12:00pm) and flexibility to cover full week as needed. Pay rate \$15.20/hr. [no benefits](#)

### **Donation Center Attendant (P/T) – Prospect**

Performs generally routine duties in accepting donated goods at the Attended Donation Center. Report amount of material in Donation Center and material outside Donation Center which needs to be removed by truck to supervisor at beginning of shift. Clean area surrounding Donation Center of donations left overnight and other debris. Cordially greet donors and accept goods donated; assist donors by carrying material which is to be accepted and explaining material which cannot be accepted and why it must be refused. Provide a gift receipt form to the donor and maintain a copy. Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience. Must be able to work a flexible schedule. Pay rate \$10.40/hr. [no benefits](#)

### **Truck Driver/Tractor Trailer (F/T) - Hamden Warehouse**

Perform routine driving, inspection of transported goods and material handling duties for retail operations. Operate truck with net weight of up to approx. 63,000 lbs. to transport donated goods and merchandise etc. to and from specified destinations. Must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Employee is regularly required to push crates (on wheels) that may weigh up to 600 pounds. May be required to work weekend, evening and holiday hours as needed. Valid commercial Class A CT Driver's license, current medical examiner's card and current certification to operate tow motor. HS diploma/GED and 1-3 years' experience or related training. Pay rate \$19.21/hr. (D.O.E.) [w/benefits](#)

### **warehouse Coordinator (F/T) – Hamden warehouse**

Oversees warehouse operation including direct supervision/logistics of drivers and materials handling staff. Implements activities concerned with receiving, storing, inventory control, issuing, and shipping materials, supplies, equipment, and parts stored in warehouse to support a growing retail operation. Warehouse typically operates seven days per week. May be required to work weekend (i.e. Saturday, Sunday), evening and holiday hours. Valid driver's license in good standing and current medical card plus certification to operate and train personnel in safe operation of tow motor. HS diploma/GED; 1-3 years' of related experience and/or training which includes supervisory responsibilities. Pay rate \$41,936/yr. [w/benefits](#)

### **Community Activities Specialist (F/T) – North Haven**

Perform diversified job duties to support assigned individuals in making choices about their social/recreational goals and identifying medical needs. Attend/provide support and supervision (to include transportation) at recreation and community-based program activities. HS Diploma/GED plus 3-5 years' related experience or bachelor's degree in related field. Valid CT driver's license in good standing (current registration/automobile insurance must be maintained) and personal vehicle needed. Must be qualified to obtain a Public Service License (PSL) and able to work some evening hours. Pay rate \$13.70/hr. [w/benefits](#)

### **Shift Supervisor (F/T) – Outlet, Rocky Hill**

Responsible for the store's operation in the absence of the Store Manager and Assistant Manager including, but not limited to: opening and closing the store; directing the activities of store personnel; ensuring proper adherence by store employees to agency policies/procedures, safety and security regulations; ensuring that all sales transactions are rung up and reported accurately; ensuring that donated goods are processed appropriately; ordering store supplies and truck delivery; and checking security of building. Will typically be required to work regular weekend (i.e. Saturday, Sunday) and evening hours customary to the retail trade. HS diploma/GED plus a minimum of one year related experience and/or training. Pay rate \$12.50/hr. [w/benefits](#)

### **Floater – Goodwill Retail Store Associate (F/T) - South Central Goodwill Territory**

Responsible for assisting in the overall store operations including receiving/processing donations from donors; completing sales transactions on the POS system; displaying items on and pulling items from the sales floor; and general maintenance and store operations to provide a safe, clean and welcoming environment for donors and shoppers. Floater will be assigned a "home" store location and will be periodically reassigned to cover short and long-term needs at Goodwill Stores and Attended Donation Centers. Mileage reimbursement will not be provided except in extenuating circumstances where the commute is considered excessive and only with the prior approval. Valid CT driver's license in good standing (current registration/automobile insurance must be maintained). HS diploma/GED; and 1-3 months' related experience or training. Pay rate \$11.02/hr. [w/benefits](#)

### **Van Driver - P/T (25 hrs.) Split Shift - North Haven**

Drives minibus or van to transport individuals receiving services, trainees or company personnel by performing the following duties: Drives vehicle from individual/central loading area to social services/rehabilitations center, training location, job site, or other destination according to assigned schedule. Assists passengers with disabilities into and out of vehicle; assesses physical environment of all service locations and other community settings, vehicles used for transport of individuals, sidewalks, walkways, corridors, parking lots and other pathways used while escorting individuals to/from Agency vehicles, to avoid potential hazards. Reports safety hazards to immediate supervisor or to appropriate personnel. H.S. diploma/GED and 3-12 months related experience and/or training. Current CT Public Service License in good standing. Pay rate \$11.85/hr. [no benefits](#)

### **Goodwill Store Associate (F/T) – Branford, Hamden**

Retail Store Associate may be trained on all non-management aspects of store operations. Responsible for assisting in the overall store operations including receiving and processing donations from donors; completing sales transactions on the POS system; displaying items on and pulling items from the sales floor; and general maintenance and store operations to provide a safe, clean and welcoming environment for donors and shoppers. Ensure that quality customer service is provided in a timely and courteous manner to all shoppers, donors and other employees. Will typically be required to work regular weekend (i.e. Saturday, Sunday), holiday and evening hours customary to the retail trade. HS diploma/GED, 1-3 months experience or training. Pay rate \$10.40/hr. [w/benefits](#)

### **Retail Material Handler (F/T) – Orange (Old)**

Responsible for the movement of materials at Goodwill Store or Outlet to include loading/unloading of trucks, assisting customers with donations and purchases, preparing donated goods for processing and display, and disposal of non-salable goods and waste. Must be able to work regular weekend (i.e. Saturday, Sunday), holiday and evening hours customary to the retail trade. HS diploma/GED plus 1-3 months' related experience or training. Pay rate \$10.40/hr. [w/benefits](#)

## **Goodwill Store Associate (P/T) – Branford, Clinton, Groton, Middletown, Orange, Norwich, Wallingford**

Retail Store Associate may be trained on all non-management aspects of store operations.

Responsible for assisting in the overall store operations including receiving and processing donations from donors; completing sales transactions on the POS system; displaying items on and pulling items from the sales floor; and general maintenance and store operations to provide a safe, clean and welcoming environment for donors and shoppers. Ensure that quality customer service is provided in a timely and courteous manner to all shoppers, donors and other employees. Will typically be required to work regular weekend (i.e. Saturday, Sunday), holiday and evening hours customary to the retail trade. HS diploma/GED, 1-3 months experience or training. Pay rate \$10.40/hr. **no benefits**

## **Sales Associate (P/T) –Clinton, Hamden, New Haven, Orange (New & Old), Rocky Hill**

Performs generally routine duties to sort/hang donated merchandise for resale in retail outlet. Obtains or receives merchandise, completes customer purchases and performs various duties related to customer service. Must be able to work regular weekend (i.e. Saturday, Sunday), holiday and evening hours customary to the retail trade. Sales Associate may be cross-trained to perform duties of a Janitor, Retail Material Handler and Retail Material Sorter based on business necessity. HS diploma/GED plus 1-3 months' related experience or training. Pay rate \$10.40/hr. **no benefits**

## **Retail Material Handler (P/T) – Branford, Clinton, Groton, New Haven. Orange (New & Old), Southington**

Responsible for the movement of materials at Goodwill Store or Outlet to include loading/unloading of trucks, assisting customers with donations and purchases, preparing donated goods for processing and display, and disposal of non-salable goods and waste. Must be able to work regular weekend (i.e. Saturday, Sunday), holiday and evening hours customary to the retail trade. HS diploma/GED plus 1-3 months' related experience or training. Pay rate \$10.40/hr. **no benefits**

## **Retail Material Sorter (P/T) – Clinton**

Typically performs duties to sort donated textiles for resale in retail outlet. Conduct a thorough inspection of each item donated for resale, selecting only quality garments that are either unused or gently used. Inspect for stains, tears, pulls, broken zippers or fasteners, etc. Discard items that do not meet quality standards of the retail operation. Obtain or receive merchandise, complete customer purchases and perform various duties related to customer service. HS diploma/GED; or 1-3 months' related experience and/or training. Pay rate \$10.40/hr. **no benefits**

*All other openings have been filled or the position cancelled so please adjust your files to reflect only the above positions.*

*Qualified candidates can fax resume (203-495-6108) or email ([hr@goodwillsne.org](mailto:hr@goodwillsne.org)). Mailing address is 432 Washington Ave., North Haven, CT 06473. Employment applications can be completed at the Washington Ave. location or online at our Agency website: [www.goodwillsne.org](http://www.goodwillsne.org) Hiring rate is typically within the first quartile of the salary range. EOE/AA - M/F/D/V*

**03/09/2018**