

### Current Openings as of 8/12/13

#### How to Apply

**In person:** Pick up a paper application or drop off a completed application at the following locations. Please indicate the position and location on the form.

- Any Goodwill CFL Retail Store
- Any Goodwill CFL Job Connection Center
- Corporate Office 7531 South Orange Blossom Trail, Orlando, FL 32809 (407) 857-0659

#### Via email:

- See open position below that you are interested in for the appropriate hiring staff's email address.
- Email your resume and cover letter with the specific job title and location in the subject line.

### **VOCATIONAL & COMMUNITY SERVICES:**

#### **RECEPTIONIST- JOB CONNECTION CENTER**

Under the direction of the Job Connection Site Coordinator, perform, organize and maintain clerical operations and client record system for the Job Connection Center.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Managing phone calls, orientations, general office work.
- Must be able to work with clients with barriers to employment or other needs.
- Must be computer literate, able to assist participants with basic computer questions, maintain inventory and resources.
- High School Graduate or GED, Associates Degree preferred. At least two (2) years experience in a Business or Social Service setting.
- Must have personal transportation, valid driver's license and current auto insurance.
- Ability to speak Spanish is a plus.

The pay rate is \$ 10.18 per hour and wages are paid on a bi-weekly basis.

#### Following Goodwill locations has current openings:

JOB REQUEST #149 Lake County- One (1) FT Position: Clermont, 1855 S. Grand Hwy., (352) 404-7799 Hiring Staff: jlerner@goodwillcfl.org

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### Current Openings as of 8/12/13

## **VOCATIONAL & COMMUNITY SERVICES:**

#### **EMPLOYMENT SPECIALIST- JOB CONNECTION CENTER**

Under the direction of the Job Connection Site Coordinator, the employment specialist is responsible for job placement services and employability classes at the Job Connection center and in the community. Provide I&R services and provide follow up services to ensure placements are counted.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Must be experienced in job placement services with people with disadvantaging conditions and other barriers to employment.
- Market Center's services in the area and work with local employers to locate job openings. Good marketing skills are necessary.
- Must have excellent interpersonal and communication skills.
- Must have good teaching skills and computer skills.
- Must have good organizational skills and good telephone skills.
- Ability to speak Spanish is a plus.
- Bachelor's degree in Business, Education, or Social Services is preferred. Associate's degree is required. Teaching experience is helpful.
- Must have personal transportation, valid driver's license and current auto insurance.

The starting salary is \$31,496 on an annual basis; wages are paid during the time of employment and are allocated on a bi-weekly basis.

#### Following Goodwill locations has current openings:

JOB REQUEST #151 Lake County- One (1) PT Position: Leesburg, 10601 C8 (Hwy 441)., (352) 326-8919 Hiring Staff: jlerner@goodwillcfl.org

JOB REQUEST #115 Brevard County- One (1) FT Position: Melbourne, 795 S. Babcock Street., (321) 953-8090 JOB REQUEST #150 Brevard County- One (1) PT Position: Rockledge, 4851 US Hwy 1, (321) 890-1676 Hiring Staff: <u>dboyer@goodwillcfl.org</u>

#### PROJECT COMPASS PROGRAM SPECIALIST JOB REQUEST #140

Under the direction of the Project Compass Program Coordinator, provide support to the Compass Program Coordinator, classroom instructors, and students.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Preparation of program activities and calendar, monitoring students, assist with the monthly reports, maintain program files and case records.
- Assist with supervising community service projects and monitoring students' completion of hours, including documentation of the hours served.
- Bachelor's degree in Human Services or related field is preferred. Associate's degree is required.
- Minimum of one (1) year of successful experience with at-risk-youth and families is required.
- Must have personal transportation, valid driver's license and current auto insurance.

The starting salary is \$27,874 on an annual basis; wages are paid during time of employment and are allocated on a bi-weekly basis.

Hiring Staff: mlonnquist@goodwillcfl.org

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# **VOCATIONAL & COMMUNITY SERVICES:**

#### NCF EMPLOYMENT SPECIALIST

Under the direction of the NCF Employment Program Coordinator, provide employment services including employability skills training, job placement, and follow-along for participants working toward self-sufficiency.

- Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)
  - Conduct assessments, develop employment plans, job development, job placement, maintain client case records and maintain relationships with NCF staff and partner agencies.
  - Ability to market program to generate referrals, and market client assets to employers.
  - Bachelor's degree in human services, marketing or a related field. Associates degree and at least four (4) years' of relevant experience may be accepted.
  - A minimum of two (2) years experience in education or social services preferred.
  - Bilingual in Spanish and English preferred.
  - Must have personal transportation, valid driver's license and current auto insurance.

The starting salary is \$31,496 on an annual basis; wages are paid during time of employment and are allocated on a bi-weekly basis.

Hiring Staff: mlonnquist@goodwillcfl.org

#### Two positions available, please only apply at the Goodwill Main Facility, at any Goodwill Job Connection Center or via email and not directly at the NCF locations:

#### **JOB REQUEST #111 Orange County- One (1) FT Position: Oakridge NCF JOB REQUEST #117 Orange County- One (1) FT Position: Englewood NCF**

#### MONEY SENSE PROGRAM SPECIALIST (GRANT POSITION) JOB REQUEST #112

Under the direction of the Money Sense Program Coordinator, provide financial literacy training and follow-along for program participants working to become more financially stable.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Prepare course materials, deliver training, and provide follow-along services to participants.
- Interacts with community partners and delivers Money Sense classes at sites throughout the community.
- Associates degree is required. Bachelor's degree in Finance, Accounting, Business Administration, Education or related field is preferred.
- A minimum of two (2) years experience instructing and/or working with people with disadvantaging conditions.
- Must have personal transportation, valid driver's license and current auto insurance.

The starting salary is \$31,496 on an annual basis; wages are paid during time of employment and are allocated on a bi-weekly basis.

Hiring Staff: mlonnquist@goodwillcfl.org

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### Current Openings as of 8/12/13

## **VOCATIONAL & COMMUNITY SERVICES:**

#### (PT) COMPUTER SKILLS INSTRUCTOR - CLERMONT JOB CONNECTION CENTER JOB REQUEST #119

Under the direction of the Job Connection Coordinator, provide instruction on a variety of topics and in a variety of formats that will help clients of the Clermont Job Connection Centers to improve their skills in using a computer and accessing the Internet to conduct job searches and complete on-line applications for employment.

- Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)
  - Design workshops and seminars, maintain inventory of supplies and class materials, keep classroom management, assist with other duties and ensure compliance with all agency policies and procedures.
  - Bachelor's degree in Business Administration or related field is preferred. Associate's degree is required.
  - A minimum of two (2) years' experience with instructing and/or working with people in disadvantaging conditions.
  - Must have personal transportation, valid driver's license and current auto insurance.

The pay rate is \$15.15 per hour and wages are paid on a bi-weekly basis.

Hiring Staff: jlerner@goodwillcfl.org

### VOCATIONAL TRAINER JOB REQUEST #114

Under the direction of the Director of Workforce Development, provide on-the-job training and coaching to program participants to assist in the transition to competitive employment.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Ability to utilize a variety of training techniques to address participant's learning styles, functional limitations and disabling conditions.
- Participate in programmatic discussions with referral sources or other professionals providing services to clients.
- Traveling to client work sites to provide training to clients using a variety of strategies and monitoring client progress.
- High School education or equivalent is required. Associates degree is preferred.
- A minimum of two (2) years experience instructing and/or working with people with disabilities or disadvantaging conditions.
- Must have personal transportation, valid driver's license and current auto insurance.

The starting salary is \$27,874 on an annual basis; wages are paid during time of employment and are allocated on a bi-weekly basis.

Hiring Staff: mlonnquist@goodwillcfl.org

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## VOCATIONAL & COMMUNITY SERVICES:

#### LIFE SKILLS INSTRUCTOR JOB REQUEST #118

Under the direction of the Director of Program Development, the Life Skills Instructor is responsible for providing the Life Skills Training and Development program to inmates at the Orange County Jail and Orange County Work Release Center.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Develops and schedules Life Skills modules, ensures that attendance and training records are kept, prepares interim and final reports, monthly billings, and course evaluations.
- Strong interpersonal skills and effective judgment.
- Ability to implement a variety of training techniques.
- Knowledge of community resources.
- Bachelor's degree in Education, Criminal Justice or related field is required.
- A minimum of two (2) years' related experience with offender populations is required.
- Must have knowledge of MS Word, Excel, Outlook and PowerPoint.
- Must be able to pass a Florida Level II background check.
- Must have personal transportation, valid driver's license and current auto insurance.

The starting salary is \$31,496 on an annual basis; wages are paid during the time of employment and are allocated on a bi-weekly basis.

Hiring Staff: <a href="mailto:mlonnquist@goodwillcfl.org">mlonnquist@goodwillcfl.org</a>

## TRANSPORTATION DEPARTMENT:

#### TRUCK DRIVER

Under the direction of the Transportation Manager, park, operate and dock assigned vehicle.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Loading and unloading materials, following designated routes, completing daily trip log, and maintaining assigned vehicle.
- Responsible for the rotation of loaded and unloaded product from the Donation Express locations to the designated sites.
- High School education or equivalent is required.
- A minimum of two (2) years' truck driving experience.
- Knowledge of straight truck and tractor trailer equipment; knowledge of proper handling procedures for trailers.
- Must have personal transportation, valid driver's license and current auto insurance.
- Valid Class A CDL and Doubles Endorsement (T) are required.

The pay rate is \$12.34 per hour and wages are paid on a bi-weekly basis.

#### Following Goodwill locations has current openings:

JOB REQUEST #152 Orange County- One (1) FT Position: SOBT, 7531 S. Orange Blossom Trail, (407) 857-0659 Hiring Staff: <u>mlonnquist@goodwillcfl.org</u>

JOB REQUEST #135 Brevard County- One (1) FT Position: Rockledge, 4851 (US Hwy 1), (321) 890-1441 Hiring Staff: <u>dboyer@goodwillcfl.org</u>

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Competitive Wages

Paid Holidays \* 12 Personal Days \* 2 Weeks Vacation

Retirement Plan \* Medical, Dental & Life Insurance \*

Training and Advancement Opportunities

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## Current Openings as of 8/12/13

## **RETAIL DEPARTMENT:**

#### **GENERAL MANAGER – Level 1**

Under the direction of Area Retail Director, responsible for maintaining assigned store location and Donation Express sites if applicable within guidelines.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Supervise staff of 10-15.
- Management of personnel, merchandising, security and operational procedures.
- Three (3) years retail experience, two (2) years supervisory experience in retail
- HS Degree or GED required.
- Ability to pass pre-employment math assessment.
- Must have valid driver's license, personal reliable transportation and current auto insurance.

The starting salary is equivalent to \$32,063 on an annual basis; wages are paid during time of employment and are allocated on a bi-weekly basis. This position is eligible for potential bonuses.

#### Following Goodwill location has a current opening:

JOB REQUEST #33 Orange County-One (1) FT Position: Apopka, 701 S.O.B.T., (407) 889-2965 Hiring Staff: mlonnquist@goodwillcfl.org

#### PRODUCTION SUPERVISOR

Under the direction of the store General Manager this position schedules, supervises employees, coordinates established policies involving the production, and shipping of store product.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Knowledge of CPSC procedures, production, inventory and quality control and the ability to compile and analyze data for reporting systems.
- Knowledge of Textiles, Hard Goods and New Goods articles as related to quality and classification.
- High School education or equivalent is required.
- A minimum of three (3) years supervisory experience.
- Prefer previous retail and/or stock handling experience.
- Prefer experience working with people with disabilities and/or Goodwill experience.
- Valid Forklift Certification is preferred.
- Must have personal transportation, valid driver's license and current auto insurance.

The pay rate is \$ 11.54 per hour and wages are paid on a bi-weekly basis.

Following Goodwill location has a current opening:

JOB REQUEST #90 Lake County-One (1) FT Position: Clermont, 1855 S. Grand Hwy., (352) 404-7777 Hiring Staff: jlerner@goodwillcfl.org

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## Current Openings as of 8/12/13

## **RETAIL DEPARTMENT:**

#### ASSISTANT MANAGER

Under the direction of the store's General Manager this position is responsible for assisting assigned store and Donation Express sites when applicable.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Assisting the General Manager in generating revenue and controlling expenses, supervision of personnel, inventory and stock rotation.
- Assists with the completion of a variety of reports including schedules, meetings, safety and store records.
- Ensure company procedures and good security practices are being followed.
- High School education or equivalent is required.
- A minimum of two (2) years retail and one (1) year supervisory experience.
- Ability to pass pre-employment math assessment.
- Must have personal transportation, valid driver's license and current auto insurance.

The pay rate is \$10.01 per hour and wages are paid on a bi-weekly basis.

#### Following Goodwill locations current openings:

JOB REQUEST #41 Orange County- One (1) FT Position: SOBT AS IS, 7531 S. Orange Blossom Trail, (407) 857-0659 Hiring Staff: <u>mlonnquist@goodwillcfl.org</u>

#### 3<sup>RD</sup> KEY HOLDER

Under the direction of the store General Manager this position is responsible for assisting assigned store and Donation Expresses when applicable.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Supervision of personnel, inventory and stock rotation.
- Ability to operate a cash register, calculator and basic computer skills.
- High School education or equivalent is required.
- A minimum of two (2) years retail and one (1) year supervisory experience.
- Ability to pass pre-employment math assessment.
- Must have personal transportation, valid driver's license and current auto insurance.

The pay rate is \$9.56 per hour and wages are paid on a bi-weekly basis.

Following Goodwill locations have a current opening:

JOB REQUEST #40 Orange County-One (1) FT Position: SOBT AS IS, 7531 S. Orange Blossom Trail, (407) 857-0659 Hiring Staff: <u>mlonnquist@goodwillcfl.org</u>

JOB REQUEST #138 Brevard County- One (1) FT Position: Melbourne, 791 S. Babcock St., (321) 953-8090 JOB REQUEST #169 Brevard County- One (1) FT Position: Merritt Island, 1550 N. Courtney Pkwy., (321) 453-7494 JOB REQUEST #175 Brevard County- One (1) FT Position: Rockledge, 4851 (US Hwy 1)., (321) 890-1441 Hiring Staff: <u>dboyer@goodwillcfl.org</u>

JOB REQUEST #145 Seminole County- One (1) FT Position: West Sanford, 4538 W. State Road 46., (407) 878-1741 Hiring Staff: jlerner@goodwillcfl.org

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## **RETAIL DEPARTMENT:**

#### STORE CLERK

Under the direction of the store General Manager this position places processed donations in proper area on sales floor. Sort donations by quality, see and recognize colors.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Ability to sort, box and label hangers by type.
- Help maintain the stockroom, receive incoming donations and issue tax receipts.
- Prefer past retail experience.
- Flexible hours Mon-Sun.
- Must be able to stand/sit for long periods of time, able to lift/carry up to 40 lbs.
- Must be able to read, write, perform moderate math skills and be able to communicate verbally with staff members/customers.
- High School education or equivalent is preferred.

The pay rate is \$8.00 per hour and wages are paid on a bi-weekly basis.

Following Goodwill locations current openings:

JOB REQUEST #157 Orange County- One (1) PT Position: Waterford Lakes, 12170 Lake Underhill Rd.,

407) 277-4999

Hiring Staff: dboyer@goodwillcfl.org

#### **DONATION EXPRESS DONATION ATTENDANT**

Accept donations from general public, issue receipts, process donations in proper containers, fill out donor forms, keep Donation Express clean and organized.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Responsible for unlocking and opening the Donation Express.
- Must be able to read, write, perform moderate math skills and be able to communicate verbally with staff members/customers.
- Must be able to lift 40 lbs.
- Must be able to work unsupervised.
- Previous production work preferred.
- Flexible hours Mon.-Sun.

The pay rate is \$9.00 per hour and are paid on a bi-weekly basis.

Following Goodwill locations current openings:

JOB REQUEST #107 Seminole County-One (1) PT Position: Tuskawilla Donation Express – OPENING SOON! Hiring Staff: <u>mlonnquist@goodwillcfl.org</u>

JOB REQUEST #174 Osceola County-One (1) PT Position: Hunter's Creek Express: Kissimmee, 1356 E. Vine Street., (407) 932-0002 Hiring Staff: <u>dboyer@goodwillcfl.org</u>

JOB REQUEST #158 Seminole County-One (1) PT Position: Wekiva Express: Longwood, 165 Wekiva Springs Rd. #103 JOB REQUEST #159 Seminole County-One (1) PT Position: Wekiva Express: Longwood, 165 Wekiva Springs Rd. #103 Hiring Staff: jlerner@goodwillcfl.org

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### Current Openings as of 8/12/13

## **RETAIL DEPARTMENT:**

#### **CASHIER**

Under the direction of the store General Manager provide outstanding customer service by ringing up all sales transactions, servicing cash register, keep area clean and organized, greeting and assisting customers. Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Operate a POS cash register.
- Rotate stock on a timely basis, place and present all merchandise on appropriate racks, and assist in textile color rotation.
- Flexible hours Mon-Sun.
- High School education or equivalent is preferred.
- Ability to pass pre-employment math assessment.
- Previous retail and/or cashiering experience is preferred.

The pay rate is \$8.96 per hour and wages are paid on a bi-weekly basis.

Following Goodwill locations current openings::

JOB REQUEST#146 Orange County-One (1) PT Position: Curry Ford, 7390 Curry Ford Rd., (407) 447-0026 Hiring Staff: mlonnquist@goodwillcfl.org

JOB REQUEST #130 Brevard County- One (1) PT Position: North Melbourne, 1974B N. Wickham Rd., (321) 752-7474 JOB REQUEST #173 Brevard County- One (1) PT Position: North Melbourne, 1974B N. Wickham Rd., (321) 752-7474 JOB REQUEST #172 Brevard County- One (1) FT Position: North Melbourne, 1974B N. Wickham Rd., (321) 752-7474 JOB REQUEST #99 Brevard County- One (1) PT Position: Palm Bay, 4700 Babcock St. #14., (321) 872-0051 JOB REQUEST #133 Brevard County- One (1) PT Position: Rockledge AS IS, 4851 (US Hwy 1)., (321) 890-1441 JOB REQUEST #163 Brevard County- One (1) PT Position: Rockledge, 4851 (US Hwy 1), (321) 890-1441 JOB REQUEST #161 Brevard County- One TEMPORARY (1) FT Position: Rockledge, 4851 (US Hwy 1), (321) 890-1441 JOB REQUEST #162 Brevard County- One TEMPORARY (1) FT Position: Rockledge, 4851 (US Hwy 1), (321) 890-1441 Hiring Staff: dboyer@goodwillcfl.org

JOB REQUEST #168 Voulsia County- One (1) PT Position: Holly Hill, 1577 Nova Road., (386) 257-3247 Hiring Staff: jlerner@goodwillcfl.org

### **RETAIL DEPARTMENT:**

#### HARDGOODS PROCESSOR

Under the direction of the Hard Goods Supervisor, process all hard good donations as related to quality and classification. Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Sort donations, price items, and maintain processing area in a clean and orderly fashion.
- Ability to remain at one workstation for long periods of time.
- Prefer past retail and/or stock handling experience.
- Must be able to read and write and perform basic math skills.

The pay rate is \$8.00 per hour and wages are paid on a bi-weekly basis.

Following Goodwill location current opening:

JOB REQUEST #134 Brevard County- One (1) FT Position: Rockledge, 4851 (US Hwy 1), (321) 890-1441

Hiring Staff: dboyer@goodwillcfl.org

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### **RETAIL DEPARTMENT:**

#### PROCESSOR

Under the direction of the store General Manager this position accepts donations at the store, processes the donation and prepares them to go out onto the sales floor.

Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Processing textiles, wares, shoes and cleaning the work area.
- Will fill in as a Donation Attendant in manpower emergencies.
- Previous production work preferred.
- Flexible hours Mon.-Sun.
- Must be able to read, write, perform moderate math skills and be able to communicate verbally with staff members/customers.
- Must be able to stand/sit for long periods of time.
- Must be able to lift/carry up to 40 pounds.

The pay rate is \$8.00 per hour and wages are paid on a bi-weekly basis.

Following Goodwill locations current openings:

JOB REQUEST#160 Orange County-One (1) PT Position: Curry Ford, 7390 Curry Ford Rd., (407) 447-0026 JOB REQUEST #165 Seminole County- One (1) PT Position: Fern Park, 7800 S.U.S. Hwy 17-92., (407) 478-1000 JOB REQUEST #123 Seminole County- One (1) PT Position: Oviedo, 1819 Alafaya Trail., (407) 706-0800 JOB REQUEST #124 Seminole County- One (1) PT Position: Oviedo, 1819 Alafaya Trail., (407) 706-0800 Hiring Staff: <u>mlonnquist@goodwillcfl.org</u>

JOB REQUEST #52 Osceola County- One (1) FT Position: St. Cloud, 4257 W. 13<sup>th</sup> St., (US Hwy 192), (407) 957-9441 JOB REQUEST #169 Brevard County- One (1) FT Position: Merritt Island, 1550 N. Courtney Pkwy., (321) 453-7494 Hiring Staff: <u>dboyer@goodwillcfl.org</u>

REQUEST #144 Volusia County- One (1) FT Position: Orange City, 891 Harley Strickland Blvd., (386) 774-5533 JOB REQUEST #171 Seminole County- One (1) FT Position: West Sanford, 4538 W. State Road 46., (407) 878-1741 Hiring Staff: jlerner@goodwillcfl.org

#### **TEXTILE PROCESSOR**

Under the direction of the Textiles Supervisor, process all textile donations as related to quality and classification. Major duties/requirements include: (the list below is not all inclusive, see entire job description for more details)

- Sort donations, price items, and maintain processing area in a clean and orderly fashion.
- Must be able to sort, box and label hangers by type
- Must be able to see and recognize colors, and hang garments in a timely manner.
- Ability to bend, kneel, push and pull, remain at one workstation for long periods of time, and lift up to 40 lbs.
- Prefer past retail and/or stock handling experience.
- Must be able to read, write and perform basic math skills.

The pay rate is \$8.00 per hour and wages are paid on a bi-weekly basis.

Following Goodwill location current opening:

JOB REQUEST #164 Orange County-One (1) FT Position: SOBT, 7531 S. Orange Blossom Trail, (407) 857-0659

Hiring Staff: mlonnquist@goodwillcfl.org

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