



EMPLOYMENT OPPORTUNITIES

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Horizon Goodwill Industries is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

MARYLAND

<i>LOCATION</i>	<i>POSITION STATUS</i>	<i>DIVISION</i>
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CUMBERLAND

Custodian (DJS Backbone)	PT	Business Services
Custodian (DJS Green Ridge)	PT	Business Service
Contract General Laborer	FT	Business Services
Contract General Laborer (Seasonal)	FT/PT	Business Services
Custodian	FT/PT	Business Services

HAGERSTOWN

Custodial Supervisor	FT/PT	Business Services
Sales Clerk (Burhans)	FT/PT	Donated Goods/Retail
Unit Processor (Corporate)	FT/PT	Donated Goods/Retail
Sales Clerk (South End)	FT/PT	Donated Goods/Retail
Custodian	FT/PT	Business Service
Accountant	FT	Administrative
Adolescent Clubhouse Community Outreach Coord.	FT	Mission
E-Commerce Shipping Agent	PT	Donated Goods/Retail
Unit Processor (Burhans)	FT/PT	Donated Goods/Retail
Unit Processor (South End)	FT/PT	Donated Goods/Retail
CDL Class A Driver	FT	Transportation
Contract General Laborer	FT	Business Services
Contract General Laborer (Seasonal)	FT/PT	Business Services
ADC Attendant (Hagerstown South ADC)	FT/PT	Donated Goods/Retail
Donated Goods Manager	FT	Corporate Center

YOUGHIOGHENY

Custodian	FT/PT	Business Services
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LAVALE

Unit Processor	FT/PT	Donated Goods/Retail
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MARYLAND

<i>LOCATION</i>	<i>POSITION STATUS</i>	<i>DIVISION</i>
OAKLAND		
Custodian (SHA Oakland)	PT	Business Services
Unit Processor	PT	Donated Goods/Retail
Contract General Laborer (Seasonal)	FT/PT	Business Services
Sales Clerk	FT/PT	Donated Goods/Retail
FROSTBURG		
Assistant Store Manager	FT	Donated Goods/Retail
FREDERICK		
Custodian (Ft. Detrick)	FT/PT	Business Services
Quality Control Coordinator (Ft. Detrick)	FT	Business Services

PENNSYLVANIA

<i>LOCATION</i>	<i>POSITION STATUS</i>	<i>DIVISION</i>
GREENCASTLE		
Sales Clerk	FT/PT	Donated Goods/Retail
Store Manager	FT	Donated Goods/Retail
Assistant Store Manager	FT	Donated Goods/Retail
WAYNESBORO		
Store Shift Supervisor	FT	Donated Goods/Retail
Unit Processor	FT/PT	Donated Goods/Retail

VIRGINIA

<i>LOCATION</i>	<i>POSITION STATUS</i>	<i>DIVISION</i>
WINCHESTER		
Unit Processor	FT/PT	Donated Goods/Retail
Apple Blossom Event Worker	FT/PT	Mission
Store Donation Attendant	FT	Donated Goods/Retail



VIRGINIA

<i>LOCATION</i>	<i>POSITION STATUS</i>	<i>DIVISION</i>
MT. JACKSON		
Sales Clerk	FT/PT	Donated Goods/Retail
Unit Processor	FT/PT	Donated Goods/Retail
FRONT ROYAL		
Unit Processor	FT/PT	Donated Goods/Retail
Store Shift Supervisor	FT	Donated Goods/Retail

WEST VIRGINIA

<i>LOCATION</i>	<i>POSITION STATUS</i>	<i>DIVISION</i>
BERKELEY SPRINGS		
Sales Clerk	FT/PT	Donated Goods/Retail
Unit Processor	FT/PT	Donated Goods/Retail
Store Shift Supervisor	FT	Donated Goods/Retail
Store Donation Attendant	FT/PT	Donated Goods/Retail
SHEPHERDSTOWN		
Unit Processor	FT/PT	Donated Goods/Retail
MARTINSBURG		
Sales Clerk	FT/PT	Donated Goods/Retail
Store Donation Attendant	FT/PT	Donated Goods/Retail
Unit Processor	FT/PT	Donated Goods/Retail
Custodial Lead Worker (ATF)	FT	Business Services
Store Shift Supervisor	FT	Donated Goods/Retail
CHARLES TOWN		
Sales Clerk	FT/PT	Donated Goods/Retail
Assistant Store Manager	FT	Donated Goods/Retail
Store Manager	FT	Donated Goods/Retail
KEYSER		
Unit Processor	FT/PT	Donated Goods/Retail
Store Manager	FT	Donated Goods/Retail



JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS

For full job descriptions, please contact Human Resources.

Store Donation Attendant

The Store Donation Attendant will be responsible for acceptance of qualified donations at the designated store donation area.

- Greet and offer assistance to all customers.
- Ability to demonstrate exceptional customer service and reject items that we cannot accept in a professional manner.
- Determine usable and saleable items as specified in guidelines for acceptable donations.
- Use computer tablet to record donations dropped off at the store donation area.
- Track all donations according to standards set by management.
- Maintain store cleanliness by sweeping, mopping, dusting, emptying trash cans, and insuring hangers and racks are orderly.
- Follow all required safety and security procedures.
- Maintain compliance to all company policy and procedures as well as store policies to include but not limited to: opening and closing tasks, pricing, markdowns, and accurate, timely completion of required paperwork.
- Receive and verify merchandise incoming to the location from warehouse and vendors.
- Participate in training as required.
- Perform all other duties as assigned.

Sales Clerk

The Sales Clerk will provide excellent customer service to all internal and external customers. The position is responsible for processing sale transactions using cash register, pricing items, displaying merchandise, maintaining product stock levels, and engaging customers in our mission.

- Provide excellent customer service by greeting and offering assistance to all customers.
- Ask all customers to round-up their purchase to advance our mission and thank all customers for their purchase.
- Operate cash register and follow all money-handling procedures
- Assist with store displays and organization of product that promotes an enhanced shopping experience.
- Maintain store cleanliness by sweeping, mopping, dusting, emptying trash cans, and insuring hangers and racks are orderly.
- Follow all required safety and security procedures.
- Maintain compliance to all company policy and procedures as well as store policies to include but not limited to: opening and closing tasks, pricing, markdowns, and accurate, timely completion of required paperwork.
- Complete open and closing tasks as necessary as well as pricing products, markdowns, and accurate, timely completion of daily paperwork.
- Receive and verify merchandise received in the location and maintain adequate stock levels.
- Price product and rotate stock as instructed by management.
- Participate in training as required.
- Perform all other duties as assigned.



Unit Processor

The Store Processor is responsible for meeting the production goals of the store. They are responsible for pre-sorting, quality sorting, hanging, and tagging of product going onto the sales floor.

- Receive product donations from donors.
- Determine usable and saleable items as specified in guidelines for acceptable donations.
- Meet production targets within specified time period.
- Maintain store cleanliness by sweeping, mopping, dusting, emptying trash cans, and insuring hangers and racks are orderly.
- Follow all required safety and security procedures.
- Maintain compliance to all company policy and procedures as well as store policies to include but not limited to: opening and closing tasks, pricing, markdowns, and accurate, timely completion of required paperwork.
- Receive and verify merchandise incoming to the location from warehouse and vendors.
- Participate in training as required.
- Perform all other duties as assigned.

Custodian

The Custodian will perform on-site custodial work as outlined in contract specifications.

- Clean assigned indoor and outdoor work areas including, but not limited to: trash removal, dusting, vacuuming, sweeping/dust mopping, wet mopping, and disinfectant cleaning of restrooms.
- Assist with periodical work such as, but not limited to: stripping and sealing of floors, carpet cleaning, and window washing.
- Ability to learn and perform custodial procedures and techniques and to use light and heavy custodial equipment.
- Attend all required agency meetings and training sessions.
- Ability to understand and consistently follow all required safety procedures and policies.
- Ability to convey a positive and professional image to employees and customers.
- Ability to relate to and have an understanding of the needs of disabled and disadvantaged individuals.
- Ability to lift up to fifty (50) lbs. with assistance over 50 lbs., and always using lifting belt correctly.
- Capable of working on feet for long periods of time.
- Ability to lift and move up and down stairs.
- Perform other duties as assigned.

ADC Attendant

The Attended Donation Center Attendant will be responsible for acceptance of qualified donations at the ADC or designated store donation area.

- Accept qualified donations dropped off at the ADC or designated store donation area.
- Write donation slips for customers at their request.
- Determine quality of donations and reject according to pre-set criteria.
- Sort donations according to sorting process.
- Track all donations according to standards set by management.
- Ability to relate well with the public and provide a positive image.
- Ability to work independently and follow directions.
- Ability to learn and follow HGIs policies and procedures, as well as attend required training.
- Perform other duties as assigned.



Store Shift Supervisor

The Store Shift Supervisor is responsible for the store operations during the assigned shift assisting store management to ensure efficient operation which shall include, but not be limited to: sales, merchandising, pricing, maintenance display, and related paperwork.

- Assist with supervising store personnel.
- Assist with arranging store windows, store displays, and promotional activities.
- Sell merchandise and provide customer service as well as resolve customer complaints through HGI policy implementation.
- Maintain store premises and merchandise in a clean, safe, and organized fashion. Assure store supplies are on hand as required.
- Follow all required safety and security procedures.
- Maintain compliance to all company policy and procedures as well as store policies to include but not limited to: opening and closing tasks, pricing, markdowns, and accurate, timely completion of required paperwork.
- Receive and verify merchandise incoming to the location from warehouse and vendors.
- Ring sales correctly on cash register, handle money, cash reconciliation, and make store deposits in accordance with company policy.
- Perform administrative and clerical duties of store operation.
- Receive donations and transport to designated area.
- Participate in training as required.
- Perform all other duties as assigned.

Custodial Supervisor

The Custodial Supervisor serves as the primary point of contact and has responsibility for managing the work performed by custodial crew members/leaders at assigned contract site(s) to ensure that work is completed to contract specifications within quality assurance guidelines. The supervisor serves as the initial point of contact for the customer.

- Perform administrative duties related to hiring, evaluations, corrective counseling, and terminations in accordance with company policy and procedures.
- Verify and coordinate schedules and report time worked for custodians, enter and approve time for payroll processing.
- Provide training and leadership to assigned crew members in the performance of cleaning tasks, including but not limited to: dusting, sweeping/vacuuming, trash removal, wet and dry mopping, restroom cleaning, disinfection, and glass cleaning.
- Perform daily quality assurance inspections of assigned work areas to ensure that cleaning is being completed in accordance with contract specifications and HGIs standards of cleaning.
- Perform site visits with internal and external customers to discuss crew performance and schedules, and to resolve problems as they occur; communicate to manager any concerns that cannot immediately be resolved.
- Schedule service maintenance on vans as needed.
- Manage equipment and supply levels and forward supply and equipment orders to immediate supervisor for assigned sites.
- Transport employees to assigned locations using company vehicles.
- Ability to lift up to seventy-five (75) pounds with assistance over fifty (50) lbs. and always using lifting belt correctly.
- Capable of working on feet for long periods of time.
- Ability to lift and move up and down stairs.
- Knowledge and understanding of, and ability to train staff in proper chemical usage and techniques.
- Knowledge of current trends and practices in the usage and upkeep of light and heavy custodial equipment.
- Knowledge of relevant workplace safety practices, proper use and storage of cleaning supplies/chemicals and associated Safety Data Sheets (OSHA HazCom), Blood Borne Pathogens, etc.



Assistant Store Manager

The Assistant Store Manager supervises and manages the assigned retail store during the absence of the Store Manager to ensure efficient operation which shall include, but not limited to sales, merchandising, pricing, maintenance, display, and related paperwork.

- Assist with supervising store personnel and assigned trainees.
- Assist with arranging store windows, store displays, and promotional activities.
- Sell merchandise and provide customer service as well as resolve customer complaints through HGI policy implementation.
- Maintain store premises and merchandise in a clean, safe, and organized fashion. Assure store supplies are on hand as required.
- Follow all required safety and security procedures.
- Maintain compliance to all company policy and procedures as well as store policies to include but not limited to: opening and closing tasks, pricing, markdowns, and accurate, timely completion of required paperwork.
- Receive and verify merchandise incoming to the location from warehouse and vendors.
- Ring sales correctly on cash register, handle money, cash reconciliation, and make store deposits in accordance with company policy.
- Perform administrative and clerical duties of store operation.
- Receive donations and transport to designated area.
- Participate in training as required.
- Perform all other duties as assigned.

Store Manager

The Store Manager supervises and manages the assigned retail store to ensure efficient operation which shall include, but not be limited to: sales, merchandising, pricing, maintenance, display, and related paperwork.

- Supervise store personnel.
- Arrange store windows, store displays, and promotional activities.
- Schedule store personnel to ensure adequate coverage, make schedule changes and cover for store personnel as business needs dictate.
- Sell merchandise and provide customer service as well as resolve customer complaints through HGI policy implementation.
- Maintain store premises and merchandise in a clean, safe, and organized fashion. Assure store supplies are on hand as required.
- Follow all required safety and security procedures.
- Maintain compliance to all company policy and procedures as well as store policies to include but not limited to: opening and closing tasks, pricing, markdowns, and accurate, timely completion of required paperwork.
- Receive and verify merchandise incoming to the location from warehouse and vendors.
- Ring sales correctly on cash register, handle money, cash reconciliation, and make store deposits in accordance with company policy.
- Perform administrative and clerical duties of store operation.
- Receive donations and transport to designated area.
- Participate in training as required.
- Perform all other duties as assigned.



Contract General Laborer

The Contract General Laborer is responsible for completing general labor duties at assigned contract locations.

- Cleaning and preparing site for daily tasks.
- Loading and unloading materials and equipment.
- Operating and tending machinery and/or heavy equipment.
- Direct vehicles around construction areas.
- Communicate with other laborers and personnel.
- Place traffic cones and necessary signs for construction.
- Perform grounds keeping as necessary to include grass cutting, repairs, pulling/discarding weeds, or shoveling and removing snow.
- Performs other unskilled tasks as required.
- Reports any issues to supervisor.
- Performs other related duties as assigned.

Accountant

The Accountant performs daily work in Accounts Payable as well as on-going support to the Controller with monthly accounting entries and account analysis. Prioritizes and handles a complex issues and workload of email, information, phone calls, and mail from internal stakeholders and external vendors. This includes the management of confidential internal and external documentation and other communications, which requires a high degree of professionalism, world-class customer service and discretion.

- Accounts Payable: reviews and posts payables and expense reimbursements, and print checks
- Month-end close entries as assigned.
- Reconciliations of balance sheet accounts including accruals and prepayments.
- Provide guidance to operational staff about appropriate expense coding.
- Oversight of corporate purchasing cards and expense reports.
- Review and manage general ledger expense accounts for discrepancies.
- Proactively identifies and investigates discrepancies, and, if necessary, proposes solutions to accounting and operational processes to eliminate source of discrepancies.
- Maintain schedule of expense accruals, prepayments, and deferrals.
- Perform other duties as assigned



Custodial Lead Worker

The Custodial Lead Worker/Crew Leader will lead assigned custodial staff to ensure that work is completed to contract specifications within quality assurance guidelines.

- Provide training and leadership to assigned crew members in the performance of cleaning tasks, including but not limited to: dusting, sweeping/vacuuming, trash removal, wet and dry mopping, restroom cleaning, disinfection, and glass cleaning.
- Perform daily quality assurance inspections of assigned work areas to ensure that cleaning is being completed in accordance with contract specifications and HGI's standards of cleaning.
- Promote good relations with customers and communicate to supervisor any concerns that may arise.
- Forward supply and equipment orders to immediate supervisor and monitor the usage of supplies and equipment at assigned sites.
- Verify and coordinate schedules and report time worked for custodians.
- Assist with periodical work such as, but not limited to: stripping and waxing of floors, carpet cleaning, and window washing.
- Transport employees to assigned locations using company vehicles.
- Capable of working on feet for long periods of time.
- Ability to lift and move up and down stairs.
- Knowledge of current trends and practices in the usage and upkeep of light and heavy custodial equipment such as vacuum cleaners, floor buffers, carpet extractors, steam cleaners, microfiber cloths and wet and dry mops.
- Knowledge of cleaning supplies/chemicals and their Material Safety Data Sheets.
- Knowledge of relevant workplace safety practices, proper use and storage of cleaning supplies/chemicals and associated Safety Data Sheets (OSHA HazCom), Blood Borne Pathogens, etc.
- Perform cleaning tasks as required

E-Commerce Shipping Agent

The E-Commerce Shipping Agent is primarily responsible for accurately packaging and shipping donated product to customers as it is sold on the organizations e-commerce auction-based website.

- Accurately pull and package orders for shipping and ensuring delivery to the correct buyer.
- Accurately weigh and measure packages to determine shipping costs.
- Cut down, fill in, or completely build boxes to fit uniquely shaped items and to ensure safe transportation to the buyer and ensure shipping materials are stocked.
- Use smart devices to locate and pull product marked as ready to purge from the inventory system.
- Operate and maintain an electric cardboard shredding machine to industry and safety standards.
 - Provide customer service via email and phone to ensure prompt, accurate and professional management of customer inquiries.
 - Achieve department production goals for fulfilled shipments and average sales goals.
 - Actively participate in team building exercises, staff meetings and have the motivation to cross train.
 - Attend all ongoing trainings and assist in the training of new hires when necessary.
 - Ensure work areas are maintained, organized, clean and safe and perform other duties as assigned.



Adolescent Clubhouse Community Outreach Coordinator

The Community Outreach Coordinator will provide outreach and develop youth-based programming to at-risk youth in Washington County. This will be done through the coalition known as ENVY Ending Needless Violence for Youth and through the Adolescent Clubhouse program at Horizon Goodwill Industries.

- Foster community partnerships to support the growth of the Adolescent Clubhouse.
- Implementation of the ENVY Strategic Plan.
- Establish and develop unit programs activities such as small group learning and drop-in activities to create an outcome-driven club experience that facilitates achievement and success of youth development.
- Implement and evaluate unit programs, services, and activities to ensure they meet stated objectives and member needs and interests.
- Plan and coordinate outreach efforts to diverse segments of the community to determine needs and interests for youth development and violence (prevention/intervention) programs.
- Compile regular reports reflecting all activities, attendance, and participation.
- Research evidence-based practices interpret and present comparative data.
- Prepare and conduct regular staff meetings.
- Knowledge of cultural and societal needs of the community.
- Plan, implement, and maintain activities and programs through the community.
- Ability to deal effectively with members including discipline problems
- Prepare and manage department budget.
- Ability to work with and develop partnerships with young people, parents, community leaders and organizations.
- Supervision, recruitment, and retention of key personnel.
- Manage and provide career development opportunities for branch staff and volunteers.
- Ensure a healthy, safe environment, with well-maintained equipment and supplies.
- Strong communication skills, both oral and written.

Quality Control Coordinator

The Quality Assurance and Training Coordinator is responsible for the implementation of the Quality Control Plan at their designated contract site and ensuring all work performed is in compliance with contract specifications.

- Develop, implement, monitor, and ensure adherence to Quality Control Plan and contract specifications regarding performance.
- Monitor, inspect, and audit performance with respect to operational procedures and contractual obligations through regular audits and inspections.
- Regularly visit all sites included in contractual obligations to audit and evaluate personnel on requirements and standards- including other sites in HGI service region, if needed.
- Communicate with and maintain strong working relationship with customer.
- Coordinate the collection and dissemination of information regarding customer satisfaction.
- Maintain accurate records of all project inspections, audit deficiencies, and corrective actions taken, as well as generating any reports needed for management.
- Make recommendations to and audit the safety of HGI facilities.
- Promotes safety awareness among employees and clients and ensures that hazardous working conditions are avoided
- Assist with employee trainings.
- Perform all other duties as assigned.



Custodial Lead Worker

The Custodial Lead Worker/Crew Leader will lead assigned custodial staff to ensure that work is completed to contract specifications within quality assurance guidelines.

- Provide training and leadership to assigned crew members in the performance of cleaning tasks, including but not limited to: dusting, sweeping/vacuuming, trash removal, wet and dry mopping, restroom cleaning, disinfection, and glass cleaning.
- Perform daily quality assurance inspections of assigned work areas to ensure that cleaning is being completed in accordance with contract specifications and HGI's standards of cleaning.
- Promote good relations with customers and communicate to supervisor any concerns that may arise.
- Forward supply and equipment orders to immediate supervisor and monitor the usage of supplies and equipment at assigned sites.
- Verify and coordinate schedules and report time worked for custodians.
- Assist with periodical work such as, but not limited to: stripping and waxing of floors, carpet cleaning, and window washing.
- Transport employees to assigned locations using company vehicles.
- Capable of working on feet for long periods of time.
- Ability to lift and move up and down stairs.
- Knowledge of current trends and practices in the usage and upkeep of light and heavy custodial equipment such as vacuum cleaners, floor buffers, carpet extractors, steam cleaners, microfiber cloths and wet and dry mops.
- Knowledge of cleaning supplies/chemicals and their Material Safety Data Sheets.
- Knowledge of relevant workplace safety practices, proper use and storage of cleaning supplies/chemicals and associated Safety Data Sheets (OSHA HazCom), Blood Borne Pathogens, etc.
- Perform cleaning tasks as required.

Apple Blossom Event Worker

The Apple Blossom Event Worker is responsible for the set-up and tears down of event areas during the Apple Blossom Festival. Individuals will also be responsible for cleaning event spaces including emptying trash receptacles, replacing trash bags, picking up debris, wiping down, and staging tables and chairs.



CDL Class A Driver

The CDL Class A Driver is responsible for the movement of customer paid freight loads through the Good Freight Program.

- Accurately maintains ELD logs through the Drivers App to include work/rest periods.
- Maintain accurate records and documentation of hours worked, miles driven, and expenses.
- Comply with DOT Rules and Regulations (size, weight, parking, and break periods) as well as with company policies and procedures.
- Plan routes and driving schedules, using GP technology to outline routes and determine the number of miles they can cover in a day.
- Transport goods and materials to and from manufacturing plants and distribution centers.
- Maneuver trucks into loading or unloading positions.
- Monitor time for load pickup and delivery to properly report detention time for billing purposes.
- Provide proof of delivery on BOL and maintain proper signatures and paper documentation when needed.
- Communicate with Broker Dispatchers on all pickups, arrivals, and departures.
- Maintain professional demeanor at all times while working with dispatchers, personnel at pickup and delivery locations.
- Perform truck safety inspections according to company policy and DOT regulations; reporting immediately any repairs that are needed.
- Report defects, accidents, or violations.
- Maintain a clean trailer and free of debris.

Donated Goods Manager

The Donated Goods Manager is responsible for the overall operations of the warehouses and ADCs as related to the sorting, grading, shipping, and selling of raw material and post retail donations. The Donated Goods Manager is responsible for the supervision of all Warehouse Employees and ADC Employees in coordination with other departments for the development of vocational skills to assigned temporary employees. This position is responsible to provide support to the Donated Goods Division and to the Associate Director of Donated Goods.

- Evaluate incoming donations and route for inventory or salvage and distribution to appropriate end user/recipient.
- Have knowledge of the regional/global markets and evaluate product values based on certain criteria.
- Always be on the lookout for additional streams of revenue for items that would otherwise go to the landfills.
- Coordinate with various salvage and recycling dealers for the sale of those items.
- Build and maintain positive work relationships with external partners that purchase goods for sale.
- Supervise all employees engaged in the processing of incoming donations, daily production and ADCs.
- Create accurate invoices for the sale of donated goods and ensure all necessary parties receive them.
- Maintain statistical information on donations, shipments, invoices, inventory and production as required.
- Submit operational reports including but not limited to weekly production reports, forecasting, etc.
- Provide guidance in vocational skills development for assigned employees.
- Ensure the safety and security of Goodwill employees and Goodwill property per policy and procedure.
- Advertise, interview, and hire vacant core warehouse and ADC positions.
- Provide support and assistance to all areas of responsibility.
- Ability to become an OSHA certified forklift trainer.
- Provide completed reports on various core staff on a routine basis.
- Schedule warehouse and ADC personnel to ensure production standards and business hours are maintained.
- Attend meetings with various HGI staff as needed.
- Attend a minimum of two safety committee meetings per year.
- Must be able to travel to all sites of responsibility at reasonable frequencies.
- Must be willing to travel outside HGI territory on occasion as business needs require.
- Other duties as assigned.

