



342 San Fernando Road, Los Angeles, CA 90031

CURRENT JOB OPENINGS

(323) 223-1211 • FAX (323) 539-2046
 www.goodwillsocal.org ~ resumes@goodwillsocal.org

Wednesday, July 27, 2011

Application Hours
8:30 a.m. to 4:00p.m.
 Monday–Friday

Goodwill employment practices provide that all individuals be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications and that they be treated equally in all respects without regard to age, race, gender, color, national origin, ancestry, marital status, sexual orientation, religious creed, pregnancy or disability. Persons with disabilities are encouraged to apply. Values-based employer

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POSITION	STATUS	DEPARTMENT	QUALIFICATIONS
CONSTRUCTION SERVICES MANAGER Please use reference number when applying:A644	1 full time	LA	The Construction Services Manager is responsible for the overall management of all projects performed and/or administered by the Facilities Construction Services Department. Coordinates with department staff, other GSC divisions, and contractors as needed to assure projects are delivered on time, on budget, and to satisfaction. Working knowledge with California Building Code and Building Officials Code Administration. Current knowledge of costs of goods and services related to multi use facility maintenance and minor renovations. Ability to work varied days/hours including, early mornings, nights, weekends, and holidays as needed. Must be able to travel to all Goodwill of Southern California locations using own transportation as needed. Must have Valid CA driver's license, proof of insurance and clean DMV
HUMAN RESOURCES MANAGER Please use reference number when applying:A796	1 full time	LA	Provide guidance to managers and supervisors regarding employee relations issues, assist supervisors and managers in coaching and counseling employees under their supervision, provide preventative coaching and instruction to supervisors and managers on human resources issues, recommend appropriate disciplinary action, explain and/or interpret company rules and regulations, ensure compliance with state and federal employment laws and regulations, conduct workplace investigations; deliver training on Human Resources subjects. Maintain adequate and accurate records. Knowledge of local, CA and federal employment laws and regulations. BA Degree in Human Resources Management or related field or equivalent work experience. Minimum 5 years experience in Human Resources. Specialized in ADA requirements and investigation experience is required. Bilingual preferred.
DIRECTOR OF ADULT EDUCATION Please use reference number when applying: A819	1 full time	LA	Researches and applies adult learning & literacy techniques & applications in academic instruction & education services that increase an individual's ability to read, write, speak in English & perform mathematic or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent. Aids in the transition to postsecondary education and training, workforce preparation activities, & obtaining employment with customers & clients of the Company. Must be proficient in distant learning. MA adult education only. 5 years of teaching work experience. Bi-lingual in Spanish is a must.
SPECIAL PROJECTS GROUP COUNSELOR Please use reference number when applying: A833	1 full time	LA	Provides on-going group counseling to the clients of the Special Projects Program. Works with the Coaching Specialist by providing design & structure regarding program operations and coaching and behavioral techniques or interventions. Possesses a good command of various therapeutic and group techniques. Maintains regular communication with Production staff, Case Managers & Program Manager- Fee for Service to facilitate client development, stabilization and growth. 2 years managerial, supervisory and experience working with disabled populations required, bi-lingual Spanish preferred. Able to work with minimal supervision. Must have excellent writing skills, excellent time management & organizational skills. Computer literacy and familiarity with ADA

Human Resources

			rules and Department of Labor regulations. Some experience placing people with disabilities desirable. Familiar with the Department of Rehabilitation & Regional Center systems. BA degree in Rehabilitation Counseling or a related field required. Ability to access/ create curriculum and to then facilitate groups with persons with behavioral and emotional challenges.
CAFETERIA SUPERVISOR Please use reference number when applying: A834	1 full time	LA	To manage the day to day operation of the cafeteria, and maintaining the highest degree of health standards, while supervising food preparation, food ordering, daily inventory, and working with cafeteria trainees, specifically those people with disabilities, to develop skills and activities of self-direction and self-reliance. Responsible for the safety and health of employees and trainees in proper sanitary handling of food and equipment under their supervision.. Supervise trainees and cafeteria staff in proper preparation, dispensing and serving food. Supervise trainees and cafeteria staff in proper dining room arrangement for all catering affairs; Inventory supplies on a weekly basis and order replenishment within established guidelines. Rotate food supplies on a regular to avoid spoilage and waste. Apprise management of equipment needing repair and/or replacement. Supervise cashier; assist in cash count and register reconciliation. Work with cook on healthy menu planning. Monitor cafeteria budget. Monitor weekly caterings and working time management to assure that all catering occurs on schedule. Act as liaison to the WCD department for trainee services and conduct time studies with trainees when needed as per their Case Manager. BA Degree and maintain certification as a Food Handler.
BUSINESS PROCESS DOCUMENTATION SPECIALIST Please use reference number when applying: A822	1 full time	LA	This position consults with each department across the organization to accurately document identifies processes by, & across, departments. At the direction of the department, & with their subject matter expertise, this individual will craft &/or edit Standard Operating Guide (SOG) documents, upload them into the database, & maintain contact within departments to ensure documented processes remain current. 2 years of technical writing experience. BA degree from a four-year college or university, with an emphasis in English/Communications or related field required. Ability to use, Word, Excel, and E-mail. Excellent oral & written communication skills; Project Management experience.
LOSS PREVENTION INVESTIGATOR Please use reference number when applying: A818	1 full time	LA	This position is responsible for preventing, detecting, investigating and resolving internal, external, cash handling and theft related matters, and to provide customer service consistent with Company standards at all Goodwill Southern California locations. Knowledge of asset protection and shortage control policies, procedures and applicable laws. Knowledge internal & external investigation methods. Must possess excellent written and communication skills. Minimum of 5 years of Loss Prevention experience including experience as a multi-unit investigator or manager. Valid California driver's license and current automobile insurance as required by law.
GRANTS MANAGER Please use reference number when applying: A846	1 full time	LA	Researches, cultivates and solicits corporate and foundation donors and donor prospects. Creates opportunities for donor involvement with Goodwill Southern California and develops & implements recognition & stewardship activities for foundation & corporate donors. Acquires & maintains a sound knowledge & understanding of Goodwill programs, social enterprise businesses, financials & strategic goals. Minimum 5 years of corporate & foundation fund raising experience. BA degree required. Excellent writing & communication skills, ability to meet deadlines with minimal supervision and knowledge of the Raiser's Edge database software.
CES OPERATIONS SUPERVISOR APPLICANT PENDING Please use reference number when applying: A805	1 full time	LA	Oversees the Computer Recycling, Secure Shredding (if applicable), Special Projects (if applicable), and Assembly and Fulfillment (if applicable) operations in assigned geographical area. Breaks jobs into simple client-friendly steps. Develops systems to track and improve production levels and throughput. Ensures all time studies are conducted accurately and that all departments are always in compliance according to company and 14c compliance policies & procedures. Must be forklift certified. Bilingual preferred. 4 years of supervisory experience. AA degree or equivalent from 2 year college or technical school preferred
BUSINESS SERVICE REPRESENTATIVE Please use reference number when applying: A829	1 full time	LA-Veteran Pilot Program	To provide services to WorkSource business clients and conduct follow-up. Also assist WorkSource staff with the development and implementation of effective job development and implementation of effective job development training programs to realize the vision, mission, values, goals, and strategic plan of the Center. Conducts employer outreach through cold calling, phone contact, correspondence, and face-to-face presentations. Conducts employer needs assessment and obtains comprehensive job analyses. Provides business services including pre-screening of applicants, counseling on tax credit incentives, labor market information, empowerment zone information, etc. High School Diploma or GED. The qualified applicant should be proficient in the use of

			computers including Microsoft Office software products and Internet research. Must have Valid CA driver's license, proof of insurance and clean DMV. Bilingual Spanish preferred
BUSINESS SERVICE REPRESENTATIVE Please use reference number when applying: A725	1 full time	LA	To provide services to WorkSource business clients and conduct follow-up. Also assist WorkSource staff with the development and implementation of effective job development and implementation of effective job development training programs to realize the vision, mission, values, goals, and strategic plan of the Center. Conducts employer outreach through cold calling, phone contact, correspondence, and face-to-face presentations. Conducts employer needs assessment and obtains comprehensive job analyses. Provides business services including pre-screening of applicants, counseling on tax credit incentives, labor market information, empowerment zone information, etc. High School Diploma or GED. The qualified applicant should be proficient in the use of computers including Microsoft Office software products and Internet research. Must have Valid CA driver's license, proof of insurance and clean DMV. Bilingual Spanish preferred
BUSINESS SERVICE COORDINATOR Please use reference number when applying: A844	1 full time	El Monte	Coordinates & implements new projects & supervising the business services team. Responsible for achieving all business outcomes & measurements. 2 years of supervisory experience. 2 years of sales & job development experience. BA degree in related field preferred. GCDF certification required. Typing 35-40 WPM, data entry, create flyers, Resume writing, job placement, job development, and net working skills. Knowledge of Windows, Word, Excel & Email.
FACILITIES TECHNICIAN I Please use reference number when applying: A832	1 full time	LA	Performs maintenance, repairs and improvement of buildings, furniture, grounds, and equipment including emergency repairs at all Company Locations. 4 years of work experience in carpentry, plumbing, electric, painting, drywall, and troubleshooting. High School diploma or GED required. One year certificate from college or technical school preferred.
ACCOUNTANT-BUSINESS OFFICE Please use reference number when applying: A845	1 full time	LA	Assist in all general ledger accounting areas, maintains back account activities, fixed asset systems, handling month-end closing, amortization tables, special reporting, research of discrepancies, analyses, and other responsibilities as assigned. 2 -3 years of accounting work experience. AA degree required and BA degree preferred. Knowledge of Word, Excel.
YOUTH SERVICES OFFICE ASSISTANT Please use reference number when applying: A831	2 part time 1 full time Temporary	Pomona	Assists with all County and Goodwill paperwork regarding WIA Youth program and Youth Opportunity center. Monitors the resource library including computer back, phone bank, and job board and resource materials. 1 year clerical & youth experience. High School Diploma or general education degree required. Must have advanced knowledge in Windows, Word, Excel & Email.
YOUTH SERVICES OFFICE ASSISTANT Please use reference number when applying: A830	2 part time 1 full time Temporary	El Monte	Assists with all County and Goodwill paperwork regarding WIA Youth program and Youth Opportunity center. Monitors the resource library including computer back, phone bank, and job board and resource materials. 1 year clerical & youth experience. High School Diploma or general education degree required. Must have advanced knowledge in Windows, Word, Excel & Email.
YOUTH CAREER ADVISOR Please use reference number when applying: A810	2 full time Temporary	Pomona	Responsible for assessing the clients' need for services and providing appropriate case management to help the clients reach employment & education goals. This position is based on grant funding and therefore includes the WIA Formula Youth Program, Summer Youth Employment Program and any other youth programs in the contract. 1 year of with disadvantaged or at-risk youth and clerical experience. AA Degree or equivalent from 2 year college or technical school required. Advanced knowledge of Word, Excel & Email.

<p>YOUTH CAREER ADVISOR</p> <p>Please use reference number when applying: A808</p>	2 full time Temporary	El Monte	Responsible for assessing the clients' need for services and providing appropriate case management to help the clients reach employment & education goals. This position is based on grant funding and therefore includes the WIA Formula Youth Program, Summer Youth Employment Program and any other youth programs in the contract. 1 year of with disadvantaged or at-risk youth and clerical experience. AA Degree or equivalent from 2 year college or technical school required. Advanced knowledge of Word, Excel & Email.
<p>PROGRAM ASSISTANT</p> <p>Please use reference number when applying: A827 & A828</p>	2 full time	El Monte	Assists with all City, County, State, Veteran and Company paperwork regarding WIA WorkSource Center program. 2 Year of clerical/customer service experience. High School Diploma or general education required. Professional in MS Office Word and Excel. Type 40+ WPM.
<p>CAREER ADVISOR</p> <p>Please use reference number when applying: A824</p>	1 full time	LA	Provides employment-related services to customers of the Worksource Center. Assesses customers for services needed to remove barriers to employment to include skills and interest assessments. Develops employment plan and refers to appropriate services/ Monitors customer services from enrollment until end of follow-up period. 1 year case management or job development experience. BA degree in related field. Professional in MS Office.
<p>JOB COACH – SEP/TEP</p> <p>Please use reference number when applying: A812</p>	1 full time	LA	Provides supervision to clients with developmental disabilities to ensure that they are able to reach the stabilization point on their jobs. Oversees client work performance in individual or group/enclave placements and provides hands on assistance where necessary. High School/ GED education required. 1 year of relevant experience.
<p>RETAIL DONATION DEVELOPMENT MANAGER</p> <p>Please use reference number when applying: A826</p>	1full time	RETAIL	Markets, organizes and oversees the Donation Drive Program within the Company's Territory. Responsible for the overall direction, coordination & evaluation of the direct reports. Supervises 1-7 staff members. 5 years of managerial experience. 3-5 years of related sales experience. High School diploma or general education degree required. AA degree preferred. Advanced knowledge of MS Office, Word, Excel and Outlook.
<p>SENIOR OFFICE CLERK</p> <p>Please use reference number when applying: A782</p>	1 full-time	Retail	Responsible for the daily clerical tasks; posting data for reporting purpose, filing, typing, copying, faxing, phone calls & other general office work assigned by office supervisor. Heavy data entry to maintain various reports & tracking spreadsheets. Complete key indicator report, flash sales report & other retail tracking reports on a daily basis. Familiar with spreadsheet & word processing software for Microsoft Windows. HS education or GED.
<p>TRUCK DRIVER CLASS C</p> <p>Please use reference number when applying: R-DCLC</p>	1 full time	LA	Drive class C vehicle within the area served by G.I.S.C. to deliver and or collect goods, as directed. Follow directives of dispatchers and management. Load and unload goods. Handle, load and secure goods in manner which protects both goods and employees. Present friendly, cooperative attitude to donors and general public at all times. Valid Class 'C' (or higher) California driver's license. Must be at least 19 years of age. Good driving record; no more than two points on DMV record within 12 months. Knowledge of area of work and ability to read Thomas Guide book map. One-year truck driving experience preferred.
<p>ADC ATTENDANT</p> <p>Please use reference number when applying: A837/A838/A839</p>	1 full time	Marina Del Rey	Receive and record donations from the general public. Assist donors with unloading their vehicles and provide donors with receipt for donations. Stack merchandise at site according to procedure. Sort and store donations in a safe manner. Track number of donations throughout the day. Ensure site is locked and contents secured at end of day. Keep immediate area of station clean. Advise public of Goodwill policies and procedures. Read, write and understand English. Ability to communicate and cooperate with public and department staff. Ability to lift 50lbs.
<p>RETAIL STORE MANAGER</p> <p>Please use reference number when applying: R-SM</p>	1 full time	Clearance Center I	Responsible for the efficient operation of a retail store, related reports, auditing procedures, bank deposits, and cash control; merchandising, staff supervision, training and evaluating; security and safety of company employees and property. To achieve established goals for sales, payroll, safety and expense control. Two years of college studies. Experience maybe submitted for education at the discretion of the District Manager.

<p>RETAIL STORE ASSISTANT MANAGER</p> <p>Please use reference number when applying: R-AM</p>	1 full time	Clearance Center I	Assist the store manager in the efficient operations of a retail store; related reports; auditing procedures; bank deposits and cash control; merchandising; staff supervision, training and evaluating; security and safety of company employees and property. Two years of college, or equivalent experience.
<p>MATERIAL HANDLER</p> <p>Please use reference number when applying: R-MH</p>	4 full time	LA	Unload trucks and place material in correct area. Constant lifting, pushing and pulling awkward materials up to 75 lbs. Ability to communicate in English.
<p>BUS DRIVER CLASS B</p> <p>Please use reference number when applying: R-DCLB</p>	1 full time	LA	Drive bobtail truck/van/mini-bus within the area served by G.I.S.C. to deliver passengers and/or collect goods as directed. Follow directives of dispatcher and management. Present friendly, cooperative attitude to donors and general public at all times; Pick up and drop off passengers as needed. Valid Class 'B' (or higher) California driver's license, with (P) endorsement (H-6 DMV printout required; 30 days current). Must be at least 19 years of age. Good driving record, with no more than two points on DMV record within 12 months. One year truck driving experience preferred.



SAN FERNANDO VALLEY AREA
 14565 Lanark Ave, Panorama City, CA 91402

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 www.goodwillsocal.org ~ resumes@goodwillsocal.org

Application Hours
 8:30 a.m. to 2:00p.m.

Monday–Friday

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POSITION	STATUS	DEPARTMENT	QUALIFICATIONS
CUSTODIAN SUPERVISOR Please use reference number when applying: A817	1 full time	Port Hueneme	Cleaning of equipment, floors, windows, etc. Must have knowledge of custodial equipment and MSDS policies and proper use of chemicals and other cleaning agents. Must be dependable, communicate English and able to work under pressure of deadlines. Must have excellent knowledge, experience and references for quality floor care and janitorial services and supervisory skills with minimum five years experience. Must have the ability to get along with all employees, managers and work as a strong support to the Project Manager. Searching for a candidate who can create a pleasant work environment for all while at the same time meeting the custodial needs of the department and being a patient and excellent role model to employees with disabilities. Must be willing to work a 8:30pm to 5 am shift with flexibility to work OT, weekends and holidays. High School diploma or GED.
BUSINESS SERVICES REPRESENTATIVE Please use reference number when applying: A776	1 full time	Palmdale	To provide services to WorkSource business clients and conduct follow-up. Also assist WorkSource staff with the development and implementation of effective job development and implementation of effective job development training programs to realize the vision, mission, values, goals, and strategic plan of the Center. Conducts employer outreach through cold calling, phone contact, correspondence, and face-to-face presentations. Conducts employer needs assessment and obtains comprehensive job analyses. Provides business services including pre-screening of applicants, counseling on tax credit incentives, labor market information, empowerment zone information, etc. High School Diploma or GED. The qualified applicant should be proficient in the use of computers including Microsoft Office software products and Internet research. Must have Valid CA driver's license, proof of insurance and clean DMV. Bilingual Spanish preferred
SECURITY OFFICER Please use reference number when applying: A840/A841	1 full time	Valley	Protects employee, guests and physical assets, enforces company policies and procedures, and provides exceptional customer service in the process. Observes, detects, and reports conditions and incidents with a high standard of alertness, responsibility and confidentiality. 1 year of security experience. High School or GED required. Valid State CA Guard Card with current educational updates.



SAN BERNARDINO AREA

8120 Palm Lane, San Bernardino, CA 92402

CURRENT JOB OPENINGS

(909) 885-3831 • FAX (909) 386-6252

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Application Hours
7:30 a.m. to 3:30p.m.
 Monday–Friday

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POSITION	STATUS	DEPARTMENT	QUALIFICATIONS
HUMAN RESOURCES CLERK Please use reference number when applying: A743	1 Part Time	San Bernardino	Assist with all clerical functions of the Human Resources Department. Advise applicants by providing general information relating to job searches and available training opportunities with the organization. Assists with maintenance of supplies, records and files in the office. Receive and process all internal and external documentations affecting Goodwill employees. Assist employees and applicants at personnel counter or by phone by providing information regarding job opportunities, education and training services and other general information. Assisting employees with ID badge. Maintain confidentiality of all records, with personal responsibility for controlling communications regarding confidential employee information. Back up to Human Resource Assistant during New Hire Orientation. Assist in the coordination of New Hire Orientation schedule participants, make new hire packets, make employee time sheets, and acquire work schedules. Ability to type 35 WPM, High School education or equivalent. Minimum 1 year experience in Human Resources, Basic understanding of Personnel Law. Must be familiar with Microsoft programs, (Word and Excel).
EMPLOYMENT SERVICES SPECIALIST- DOR Please use reference number when applying: A843	1 Full time	San Bernardino	Provides intensive employment preparation, job placement and job development services to participants referred by the Department of Rehabilitation. Monitors use of equipment including computers, telephones, TTYs, Sorensen Video Conference stations and resource materials. Provides classroom instruction to groups and individuals on job seeking skills & techniques, motivation, resume preparation, application completion, job retention & internet use for job search. 1 year of job Development experience. BA degree in related field preferred.
JOB COACH- SEP/TEP Please use reference number when applying: A835	1 part time	San Bernardino	Provides supervision to clients with developmental disabilities to ensure that they are able to reach the stabilization point on their jobs. Oversees client work performance in individual or group/enclave placements and provides hands on assistance where necessary. High School/ GED education required. 1 year of relevant experience. Basic writing skills and own transportation.
FACILITIES TECHNICIAN II Please use reference number when applying: A847	1 full time	San Bernardino	Performs maintenance, repairs, modifications and improvement including emergency repairs of buildings, utilities, grounds, furniture & equipment at all Company locations as needed. High School Diploma or GED required.

JOB COACH- SEP/TEP- ON CALL Please use reference number when applying: A836	1 part time	San Bernardino	Provides supervision to clients with developmental disabilities to ensure that they are able to reach the stabilization point on their jobs. Oversees client work performance in individual or group/enclave placements and provides hands on assistance where necessary. High School/ GED education required. 1 year of relevant experience. Basic writing skills and own transportation.
CUSTODIAN Please use reference number when applying: A610	1 full time	Canyon Springs	Provide daily janitorial services at Canyon Springs, including but not limited to floor care, dusting, vacuuming, daily cleaning/supplying of restroom, offices, resident rooms, training areas, staff areas, cafeteria, patios, and all other common areas as assigned. Demonstrated ability to learn and operate a wide variety of janitorial equipment and tools.
TRUCK DRIVER CLASS A Please use reference number when applying: R-DCLA	1 full time	San Bernardino	Drive Tractor/Trailer and straight truck as assigned within the area served by G.I.S.C. to deliver and/or collect goods as directed. Valid Class A license (doubles/triples endorsements preferred). Must be at least 19 years of age. Good driving record, with no more than two points on DMV record within 12 months.
CENTRALIZED PRODUCTION PROCESSOR Please use reference number when applying: R-CPP	7 full time	San Bernardino	Maintain the efficient operation of Centralized Production in achieving established goals for production, payroll, safety and expense control. Determines the value of items and prices accordingly. Processes raw goods for sale; sorting & processing products. High School diploma or GED required. Basic knowledge of computer programs, Excel, Word, Email.
DOCK WORKER APPLICANT PENDING Please use reference number when applying: R-DW	2 full time	San Bernardino	Unload trucks and place material in correct area. Constant lifting, pushing and pulling awkward materials up to 75 lbs. Ability to communicate in English.
TRUCK DRIVER CLASS C APPLICANT PENDING Please use reference number when applying: R-DCLC	1 full time	San Bernardino	Drive class C vehicle within the area served by G.I.S.C. to deliver and or collect goods, as directed. Follow directives of dispatchers and management. Load and unload goods. Handle, load and secure goods in manner which protects both goods and employees. Present friendly, cooperative attitude to donors and general public at all times. Valid Class 'C' (or higher) California driver's license. Must be at least 19 years of age. Good driving record; no more than two points on DMV record within 12 months. Knowledge of area of work and ability to read Thomas Guide book map. One-year truck driving experience preferred.