




# EMPLOYMENT OPPORTUNITIES

November 4, 2019

At Goodwill Industries-Suncoast, we care about the people we serve, and we care about the people we employ. We are a vibrant, innovative place to work, where employees are valued for their talents. Goodwill-Suncoast is one of the largest community-based organizations in the United States serving over ten counties in Florida. Full-time employees are eligible for paid vacation, holidays, personal days, sick leave, participation in medical, dental, life and long-term and short-term disability insurance; supplemental and spouse life, direct deposit, savings bonds, credit union membership, matching retirement savings plan, tuition assistance, and recognition and incentive programs. Part-time employees are eligible to participate in our dental, vision, long and short term disability, direct deposit, savings bonds, credit union membership, retirement savings plan, and recognitions and incentive programs. Opportunities for professional development are available through our training programs and career navigation services. *Equal Opportunity Employer/Disabled/Veteran*

## APPLICATIONS ARE ACCEPTED

ONLINE	IN PERSON	FAX and JOB LINE	MAIL
<a href="http://www.jobs.goodwill-suncoast.com">www.jobs.goodwill-suncoast.com</a> 	Human Resources 16432 US 19 N Clearwater, FL 33764 Monday - Friday 8:00 am - 4:30 pm	FAX: (727) 535-4960 Attn: Human Resources  Job Line: (727)608-2661	Goodwill-Suncoast, Inc. Human Resources/Box A P.O. Box 14456 St. Petersburg, FL 33733

Should you require assistance or a reasonable accommodation during the application process, please contact the HR Department between the hours of 8:30 am - 3:30 pm, Monday - Friday at 727-523-1512.

## FEATURED JOB

### Housing Manger (Tampa)

The housing manager is responsible for the operation, maintenance, and safety of assigned residents and physical facilities, ensures compliance with policies and procedures specified by the Department of Housing and Urban Development in all activities of the operation as specified. *Bachelor of Arts/Science degree preferably in business administration or equivalent related experience.*

## HOUSING

### Maintenance Supervisor (Tampa)

Responsible for coordinating and supervising all building maintenance for the project. This position requires the immediate supervision of the on-site maintenance staff, as appropriate to the location. *High school or GED graduate; or equivalent in work experience. Six months to one year experience in building maintenance, preferably in an apartment complex.*

## CORRECTIONS

### Assistant Shift Supervisor (Gandy)

Assisting in supervising correction techs and assuring appropriate training occurs and duties are appropriately performed in the areas of life safety, security, physical facility, food service, documentation and communication. *AA/AS degree in corrections or equivalent experience. One year experience in a correctional setting*

### Maintenance Tech (Ocala)

Responsible for scheduling and completing, on a priority basis, all maintenance needs of the housing project. *High school or GED graduate; or equivalent in work experience. Six months to one year experience in building maintenance, preferably in an apartment complex.*

### Case Manager (Tampa)

Responsible for providing services, according to the Department of Corrections (DOC) contract, to offenders referred by the Department of Corrections, in keeping with request of the referral source. *Bachelor of Arts/Science degree in corrections/rehabilitation or related human services field; or equivalent related experience.*

## HUMAN SERVICES MANAGEMENT

### Agency Operator (Gandy)

Responsible for receiving and routing all incoming, local and long distance, calls through the automatic telephone switchboard. *High school/GED diploma desirable; equivalent related experience acceptable. Minimum of one-year experience operating a multi-line switchboard; or formal PABX training.*

### Certified Corrections Tech (CCO) (Gandy)

Supervising residents in the living area of the residential reentry center. *High school or GED. Must currently hold or held in the past a CCO from the Florida DOC.*

## IT

### Application Developer –Support (Gandy)

This entry-level development position requires the knowledge and abilities to analyze, plan, develop, implement, and complete specific programming assignments. This includes working with senior staff on gathering and documenting requirements, designing and testing applications, database integration, and documentation of systems and projects. *Associate's or Bachelor's degree. In Lieu of a Bachelor's degree, candidates with seven years of related experience*

### Corrections Tech (Gandy, Tampa)

Supervising residents in the living area of the residential reentry center. *High school or GED. One year of experience.*

## JOBWORKS

JobWorks operates under a special federal program and gives priority in hiring to applicants with disabilities.

### Food Service Supervisor (MacDill)

Responsible for supervising the Team Leader, Mess Attendants and Cashiers on assigned shift at the MacDill Air Force Base military dining facility. *High school or GED graduate preferred. At least one year of experience in food service*

### Food Service Team Leader (MacDill)

Responsible for oversight of the mess attendants and cashiers on assigned shift at MacDill Air Force Base dining facility. *High school or GED graduate preferred.*

### General Clerk II (MacDill)

is responsible for picking up mail from the United States Postal Service (USPS) and delivering all mail to include: sorting, consolidation, and applying correct metered postage required. *High school or GED graduate preferred.*

### Mess Attendant (MacDill AFB)

Under the supervision of the shift supervisor and project manager the mess attendant will assist with the cleanliness of all utensils, vending, and food holding and preparation stations, in addition to routine operational tasks, e.g., dishwashing area, pots and pans, and table cleaning in the dining area. *High school or GED graduate preferred.*

### Postal Service Supervisor (MacDill)

Responsible for providing direct supervision to JobWorks postal workers at the Postal Service Center (PSC) and Official Mail Center (OMC). *High school or GED graduate preferred. A minimum of one year experience in mail.*

## LOSS PREVENTION

### Loss Prevention Specialist (34th Street SS, Tampa)

Responsible for assisting in the protection of agency assets and resources. Performs surveillance and investigations, and reporting activities, observations, and incidents observed. *High school or GED. One year of experience.*

## OPERATIONS

### Certified & Non-Certified Dock Workers (Crosstown, Gandy)

Responsible for the loading and unloading of donated goods to and from trucks and moves goods within the processing areas.

### Ecommerce Associate (Crosstown)

Performs tasks involved in the sorting, evaluation, listing, and shipping of goods for the Ecommerce department. *High school or GED graduate; or equivalent in work experience.*

## SECURITY

### Security Associate (Clearwater, Gandy)

Under the direction of the security supervisor, the associate secures and safeguards the Clearwater facility, preventing the loss of Goodwill-Suncoast property. *High-school, GED or equivalent related experience.*

## TRANSPORTATION

### Truck Driver (Gandy)

Drives truck or combination of truck/trailer (weight in excess of 20,000 pounds) for store deliveries, special pick-ups, trailer turn-arounds, cart exchange and trash pick-up. *Class A or B CDL and two years of recent and verifiable experience.*

## WORKFORCE PROGRAM SERVICES

### CES Employment Coach (Crosstown)

Responsible for off-site individualized assistance to both employers and enrolled participants. Requires direct contact with assigned participants and employers and conducting on-site monitoring. *BA/BS degree; or documented experience may be substitute for degree on a year for year basis.*

### CES Employment Specialist (Crosstown)

Responsible for providing on the job training to assigned consumers, assuring the quality of work performed by the consumer, as well as maintaining excellent working relations with job site personnel. *BA/BS degree; or documented experience may be substitute for degree on a year for year basis.*

### Lead Skills Trainer (Gandy)

Responsible for assisting in the daily operation and implementation of the Life Skills Development program and assisting individuals in the achievement of their program goals. *High school diploma or GED graduate*

### Processing Attendant (Pinellas Park)

Performs a variety of duties, such as preparing donated softlines for sale in retail stores, donors and accepting donations; loading or unloading trucks/trailers; and general cleaning duties. *High school/GED or equivalent preferred.*

### Skills Trainer (Gandy, Lakeland, )

Responsible for assisting in the daily operation and implementation of the Life Development-3 (LSD) program, and assisting individuals in the achievement of program goals. *High school or GED. One year of direct care-related experience.*

### Van Driver (Gandy)

Responsible for the safe transport of Workforce Development consumers, including Life Skills Development, Community Employment Services, and SourceAmerica/JobWorks employees to and from Goodwill Suncoast, their employment sites and/or homes, and other various locations Monday through Friday and weekends, as necessary. *High school or GED graduate; or equivalent related experience.*

## RETAIL

Applications for positions at our retail stores or attended donations centers are accepted at our stores. Full and part time positions available at most locations.

### ADC Assistant Supervisor (Ocala)

Responsible for assisting the ADC Supervisor; to include the supervision of Attended Donation Center (ADC) personnel, ensuring efficient and proper collection and handling of donated goods within a specified ADC region. *High school diploma/GED or equivalent related experience.*

### ADC Processing Associate (Crosstown, Highlands, Hillsborough, Marion, Pasco, Pinellas, Polk)

Performs a variety of duties at the ADC or other processing sites such as greeting donors and accepting donations as well as preparing donated goods for sale in retail stores.

### Assistant Sales Manager (34th Street SS, Big Bend, Brandon, Clearwater, Cypress Creek, Largo, Oldsmar, Sebring, Trinity, Wildwood)

Responsible for assisting in the management functions of a retail store. Supervisory position where directing the work, delegating assignments, and physically performing any necessary tasks will all occur routinely. *Six months experience.*

**New Goods Processors I, II, & III (Crosstown)**

Responsible for movement, of goods in their working area and ensuring all goods are handled with great care in accordance with company policies and procedures providing a clean and safe area.

**Processing Associate (34th Street SS, Big Bend, Brandon, Clearwater, Crosstown, Crystal River, Cypress Creek, Gandy, Hillsborough, Lakeland, Ocala, Oldsmar, Plant City, Ruskin, Spring Hill, Trinity, Wildwood, Winter Haven)**

Performs a variety of duties at the store or ADC such as greeting donors, accepting donations and preparing donated and new goods for the sales floor.

**Retail Store Attendant (Big Bend, Hillsborough, Sebring, Trinity)**

Performs a variety of cleaning duties inside the store, in store processing areas, and outside premises to ensure a clean and safe retail environment and a positive presentation of the store to the public. *High school/GED or equivalent preferred, but not required.*

**Sales Associate (34th Street SS, Big Bend, Brandon, Clearwater, Crosstown, Crystal River, Cypress Creek, Gandy, Largo, Ocala, Oldsmar, Plant City, Ruskin, Sebring, Spring Hill, Wildwood, Winter Haven)**

Performs such retail functions as assisting customers, stocking, displaying and rotating store merchandise, and conducting cash register transactions.

**Senior Assistant Sales Manager (Hillsborough)**

Responsible for assisting in the management functions of a retail store. Supervisory position where directing the work, delegating assignments, and physically performing any necessary tasks will all occur routinely. *Two years experience in retail.*

**Senior Processing Associate (Big Bend, Brandon, Clearwater, Crosstown, Crystal River, Cypress Creek, Lakeland, Wildwood)**

Supervises the system and associated employees for receiving and processing donated and new goods. *Two years experience in retail preferred.*

**Senior Sales Associate (34th Street SS, Big Bend, Brandon, Clearwater, Crystal River, Cypress Creek, Oldsmar, Plant City, Ruskin, Spring Hill, Trinity, Wildwood)**

Responsible for assisting in the management functions of the store. This is an entry-level supervisory position. *Six months experience in retail preferred.*

The mission of Goodwill Industries-Suncoast is to help people achieve their full potential through the dignity and power of work. We achieve this mission through job training, employment, and personal growth opportunities for people with disabilities and other barriers to employment. Through Goodwill Industries-Suncoast, people experience the self-respect from earning a paycheck.

**NEW STORE PROCESSING CENTER**

**New Store Processing Ctr. Asst. Manager (Crosstown)**

Assists with the supervision of the New Store Processing Center and associated associates. *High school diploma/GED or equivalent related experience.*

**New Store Processing Ctr. Manager (Crosstown)**

Supervises the New Store Processing Center and associated staff. Oversees the preparation of donated goods, both hard and soft lines, through sorting, cleaning, categorizing, sizing and pricing which are to be sold at a new retail store. *High school diploma/GED or equivalent related experience.*

**Processing Associate (Crosstown)**

Performs a variety of duties at the store or ADC such as greeting donors, accepting donations and preparing donated and new goods for the sales floor.

**Senior Processing Associate (Crosstown)**

Supervises the system and associated employees for receiving and processing donated and new goods. *Two years experience in retail preferred.*

**Suncoast Business Solutions**  
Goodwill Temporary Staffing • Community Service • Choices To Work  
Goodwill Temporary Staffing has a variety of positions to fill at Tampa Bay area businesses. For more information call (727) 577- 6411 or visit our website at [www.sbsgoodwill.com](http://www.sbsgoodwill.com).