

## Job Openings October 14, 2022

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### RETAIL

#### **Retail Sales Clerk—Charleston, Kanawha City, St. Albans, Cross Lanes, Teays Valley, Elkview, Madison, Sophia, Oak Hill, Summersville, Lewisburg, Ripley, and Vienna**

PT: Stocks inventory, operates cash register & assists customers. High school diploma/GED preferred. Customer service experience helpful. Weekend and evening hours required. Hourly rate is \$11.50. 20 HRS/WK.

#### **Third Key—Kanawha City**

FT: Acts as store leader in absence of store manager and assistant store manager. Responsible for opening and closing the store in the absence of the assistant store manager and store manager. Stocks shelves, counters, or tables with merchandise consistent with rotation schedule and store/department layout. Pulls outdated merchandise from sales floor according to established procedures and prepares for salvage disposal. Sets up and arranges merchandise displays on counters or tables to promote sales. Hourly rate is \$13.00.

#### **Assistant Store Manager—Charleston, Kanawha City, Vienna, and Summersville**

FT: Assist the store manager with the overall operation, performance, employee supervision, meeting sales goals and budgets of the retail store. High school diploma or GED preferred. Previous managerial retail experience highly desirable. Weekend and evening hours required. Hourly rate is \$14.50.

#### **Production Lead—St. Albans and South Parkersburg**

FT: Assist the supervisor to direct and coordinate activities of employees engaged in daily assignments in production throughout the retail store. Must be able to schedule and control the daily working arrangements for specified group of employees. Valid driver's license and flexible hours required. Hourly rate is \$16.50.

### OPERATIONS

#### **Material Handler—Charleston**

PT: Duties include the movement, storage, control and protection of materials, goods and products throughout the processes of cleaning, preparation, and disposal of all related donated goods. Warehouse environment including operation of baler, forklift, and similar equipment. Must lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Hourly rate is \$12.36.

#### **Part-Time Delivery Driver —South Parkersburg**

PT: Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations. Prepares receipts for donations picked up. Verifies load against shipping papers for stores. Completes retail sales order for goods delivered to stores. Maintains truck log, according to state and federal regulations. Maintains telephone contact with supervisor to receive delivery instructions. Loads and unloads truck and delivers goods in a timely manner. Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, water, cleanliness, and completes report daily. High school diploma or GED required. Valid Class D driver's license, good driving record, commercial driving experience, and current DOT medical card required. Experience in logistics, warehouse management preferred. Hourly rate is \$15.75.

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**ALL POSITIONS ARE SUBJECT TO BACKGROUND CHECK AND DRUG SCREEN. PAID LEAVE BENEFITS ARE AVAILABLE FOR BOTH FULL-TIME AND PART-TIME EMPLOYEES.**

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### OPERATIONS (continued)

#### **Full-Time Delivery Driver —South Parkersburg**

FT: Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations. Prepares receipts for donations picked up. Verifies load against shipping papers for stores. Completes retail sales order for goods delivered to stores. Maintains truck log, according to state and federal regulations. Maintains telephone contact with supervisor to receive delivery instructions. Loads and unloads truck and delivers goods in a timely manner. Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, water, cleanliness, and completes report daily. High school diploma or GED required. Valid Class D driver's license, good driving record, commercial driving experience, and current DOT medical card required. Experience in logistics, warehouse management preferred. Hourly rate is \$15.75.

#### **Logistics Supervisor—Charleston and Beckley**

FT: Responsible for overseeing operations at warehouse or storage facilities to ensure that all incoming and outgoing inventory is processed according to schedule. Prepares schedules for warehouse associates, trains new employees, certifies on how to use machinery, and monitors compliance with safety standards. Produces reports on inventory of supplies and donations. Ensures that trucks are loaded properly to be sent to customers. High school diploma or GED, valid Class D driver's license, and safe driving record required. Experience in logistics, warehouse management, preferred. 40 HRS/WK. Hourly rate is \$18.00.

### BUSINESS SERVICES

#### **Custodial Services—Charleston**

PT: Keeps facility clean and orderly by performing various custodial duties. Must have reliable transportation. Different shifts are available.

#### **Custodial Services: WV State Capitol Complex – Charleston**

FT: Keeps facility clean and orderly by performing various custodial duties. High school diploma or GED equivalent and previous janitorial experience required. Day shift.

#### **Custodial Services: West Virginia State University—Institute**

PT/FT: General cleaning of classrooms, offices, dorms, athletic facilities. University setting. Day and evening shifts available. Weekend work available.

#### **Afternoon and Evening Shift Custodial Services—Parkersburg**

PT: Keeps facility clean and orderly by performing various custodial duties. Must have reliable transportation. Afternoon and evening shifts available.

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### BUSINESS SERVICES (continued)

#### **Custodial: State Agency – Winfield**

FT: Keeps facility clean and orderly by performing various custodial duties. High school diploma or GED equivalent and previous janitorial experience required. Must be able to pass criminal background check and have reliable transportation. Day shift position. Monday through Friday, 7:30 am to 4:00 pm. Position follows WV state agency holiday schedule.

#### **Evening Shift Custodial Services—Putnam County, WV (Various Locations)**

PT: Keeps facilities clean and orderly by performing various custodial duties. Work will be at various locations in Putnam County, WV. Valid driver's license required. Must be able to provide own transportation for travel between various work locations. Hours typically 5:00 pm to 12:00 am, but may vary slightly.

#### **Custodial Services—Hurricane Rest Area**

Keeps all custodial and grounds maintenance tasks complete and up-to-date. Cuts and trims grass, and shovels snow with equipment provided. Monitor rest area grounds and pick up any litter. Maintain janitorial equipment and supplies to ensure economical use. Empties wastebaskets, and empties and cleans ashtrays. Cleans all sinks, commodes, and mirrors. All other cleaning and maintenance duties as assigned. Various shifts may include: 12 hour shift, weekends, overnight shift.

#### **Custodial: Floor Care Maintenance – Kanawha Valley**

(Scott Depot, Dunbar, Cross Lanes, South Charleston, Charleston Delaware Ave, Charleston MacCorkle Ave., Marmet, Elkview) PT 7 days per week—Night Shift: Will be responsible for the maintenance of all floor areas of large commercial grocery stores (various locations in the Kanawha Valley). Must be able to operate auto floor scrubber along with other equipment as needed. While performing the duties of this Job, the employee is regularly required to stand, walk. The employee must frequently lift and/or move up to 25 pounds. **\*\*The duties of this position are performed during overnight hours while the store is closed. Only applicants interested in working overnight shifts should apply.\*\***

#### **Floor Care Technician—Charleston**

FT: Floor Care Technician will be responsible for the maintenance of all floor areas, and for sustaining high standards of cleanliness and sanitation. Will operate floor sweepers, buffers, strippers and various other equipment.

#### **Floor Care Technician Supervisor—Charleston**

FT: Will oversee the performance of all Floor Care Technicians. Will be responsible for guiding crew on safety, quality and customer service expectations as well as adhering to a comprehensive floor schedule.

#### **Grounds Worker (Landscaping)—Charleston**

PT: Keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition. Cuts and trims grass and possibly trees. Operates power lawnmowers and other types of machinery and equipment. Valid driver's license required.

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## BUSINESS SERVICES (continued)

### **Grounds Worker (Landscaping)—Parkersburg**

PT: Keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition. Cuts and trims grass and possibly trees. Operates power lawnmowers and other types of machinery and equipment. Valid driver's license required. Must have reliable transportation.

### **Business Services Area Operations Manager—Charleston**

FT: Under the direction of the Director of Business Services, provides quality assurance and customer service to maximize contract retention and promote development of additional work for the department. Work cooperatively with department director and site leaders, mission services staff, contract customers and contracting agency personnel and verifies contract specifications are met by monitoring scopes of work, obtaining customer feedback and resolving customer complaints. High school diploma or GED and three to five years supervisory experience in industrial contracts operation required. Associate's degree preferred. Related work experience and demonstrated ability to manage multiple job sites as well as people with disabilities will be considered in lieu of degree. Valid driver's license and clean driving history required. Must have working knowledge of OSHA and ability to pass background check required in order to access contract sites. Beginning salary is \$40,000 per year.

## MISSION SERVICES

### **Temporary Employment—Charleston and Parkersburg**

Temporary positions available at various locations throughout the Charleston, WV area. Examples of available temporary positions include, but are not limited to, the following: Accounting Technician 2, Administrative Services Assistant I, Administrative Services 2, Cook, Custodian, Data Entry Operator 2, Executive Secretary, Groundskeeper, Health Service Worker, Laborer, Office Assistant 2, Office Assistant 3, Parking Attendant, and Word Processor. Hours and rates of pay vary depending on position.

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