



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Daily Deposit Lead
PROGRAM: Village Market
OPENING DATE: January 2, 2018
CLOSING DATE: January 20, 2018
HOURS/WEEK: 6-8

SCHEDULE: Three days a week for 2-3 hours as determined by applicant. May have additional hours for staff meetings and supervision. The schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$13.00 per hour. Ineligible for benefits except as required by law.

TO APPLY: Submit application materials to Ryan Schoonover in person to Village Market 4632 N. Trenton or Village Garden 4625 N. Trenton, by e-mail to rschoonover@janusyouth.org, internal applicants may apply through [Paycom](#).

Application materials are as follows (please include both):

1. A resume or list of past experiences that prepares you for the position
2. Please write an answer to both of these questions (no more than 2 pages please):
 - What skills or experience do you have that fits this position?
 - Why are you interested in being a part of Village Market?

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, www.janusyouth.org!

SUMMARY: The Daily Deposit Lead position is responsible for completing the cash deposits for Village Market. Responsibilities include daily register reconcile, accurate cash management and adhering to cash controls. The position will ensure consistent and accurate cash reporting to fiscal. This position plays a valuable role in ensuring the market is successful.

QUALIFICATIONS: Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Experience with counting and recording cash deposits
- Basic experience with excel spreadsheets
- Experience with daily cash register reports.
- Experience demonstrating an understanding of the cultural traditions and histories of low-income, urban African American, Latino, and African Immigrant communities sufficient to build effective relationships. Personal life experience is valued.

REQUIRED ABILITIES:

- Value working in a multicultural/diverse environment
- Ability to work in a fast-paced environment in an efficient and organized manner, attend to details, and meet deadlines
- Ability to communicate effectively with a wide range of individuals (co-workers, customers, community members, funding representatives, management).
- Ability to follow directions and incorporate feedback from supervisor.
- Ability to exercise tact, discretion and judgment in the workplace.
- Ability to work effectively as part of a team and foster cooperation of team members.
- Maintain appropriate professional boundaries and confidentiality in the workplace.
- Willingness to continuously learn with the support of co-workers
- Basic math skills, including the ability to count money and make correct change.
- Experience with computers and basic excel spreadsheets.
- Experience with office functions such as phone use, computer use, filing, and copying.

OTHER REQUIREMENTS:

- Driving is not required. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Must pass criminal history background check.

WORKING CONDITIONS:

- Work is performed in a small grocery-store environment and is scheduled in response to specific activities.

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