

JOB DESCRIPTION

JOB TITLE: DONATED GOODS HANGER
JOB NUMBER: LA2006
FLSA STATUS: Non-Exempt
CLASSIFICATION: Laborer
REPORTS TO: STORE MANAGEMENT, (Manager, Assistant Manager, Sales Supervisor)
SUPERVISES: No

JOB PURPOSE: To assist in the processing of donated textile goods prior to their sale in retail stores.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Retrieve sorted items and place onto hanging tables or in bins.
- Hang garments and place onto a transfer rack for sale.
- Produce appropriate number of textile items each day according to Goodwill's minimum standards.
- Assist as required with greeting GIV donors, unloading donations and offering receipt.
- Assist as required with taking processed goods on racks or in buggies to the sales floor.
- Perceive problems related to donated goods and communicate to supervisor in a professional manner.
- Assist as required with taking baled buggy to staging area for truck to pick up.
- Keeps all records as required.
- Keep dock area and backroom work area clean and report any unsafe conditions immediately.
- Be aware of recalled products.
- Remove trash and operate compactor.
- Utilize excellent customer service skills.
- Adhere to all safety regulations.
- Adhere to all Goodwill policies and procedures.
- Attend all store meetings as scheduled.
- Maintain a professional appearance at all times adhering to GIV's dress code.
- Perform other duties as directed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Accomplishes all tasks as appropriately assigned or requested by management.

QUALIFICATIONS:

- **Experience, Competencies and Education**
High School, or equivalent combination of education and experience is preferred.
- **Language Skills**
Ability to read, analyze and interpret documents relating to store operations and sales is preferred.
- **Mathematical Skills**
Ability to perform basic mathematical equations is preferred.
- **Reasoning Ability**
Ability to follow instructions, adheres to policy, and makes basic decisions.

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY EMPLOYEE'S AT-WILL EMPLOYMENT STATUS.

Goodwill Industries of the Valleys helps people in our community have a better life through work and independence.

- Other

CERTIFICATES, LICENSES, REGISTRATIONS:

AMERICANS WITH DISABILITIES SPECIFICATIONS:

- **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must frequently lift up to 50 pounds and/or move up to 50 or more pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to weather conditions.

The noise level in the work environment is usually low to moderate.

RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Supervisor's Signature

Date

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