

JOB DESCRIPTION

JOB TITLE: DONATED GOODS PROCESSOR

JOB NUMBER: LA2009

FLSA STATUS: Non-Exempt

CLASSIFICATION: Laborer

REPORTS TO: STORE MANAGEMENT, (Manager, Assistant Manager, Sales Supervisor)

SUPERVISES: No

JOB PURPOSE: Responsible for processing donations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist as required with the receiving and initial separation of donated goods.
- Examines and conducts final quality inspection of soft goods using selection criteria and places into appropriate containers for sale or for salvage.
- Produce appropriate number of textile items each day according to Goodwill's minimum standards.
- Hang garments as necessary to achieve daily hang counts.
- Places paired, rubber banded shoes into appropriate labeled sale or salvage container.
- Preplan for adequate supply of donated goods by notifying store supervisor.
- Maintains appropriate and accurate records.
- Responsible for light housekeeping.
- Assist in the stocking of all donated items as directed.
- Take bale and pull buggy to staging area for truck pick up.
- Be aware of recalled products.
- 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, adhere to policy, and make basic decisions.

Effective date: 6/6/07

Replaces:

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

Goodwill Industries of the Valleys

Helping people and families in our community achieve 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

Effective date: 6/6/07

Replaces:

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