

JOB DESCRIPTION (705 – I) Material Handler I

Goodwill employees are expected to represent the highest standards of behavior and job performance by: 1) acting with honesty and integrity; 2) ensuring that all business activities are transparent and ethical; and 3) achieving goals in alignment with Goodwill's Mission, Vision and Values.

MISSION: Goodwill's mission is to provide work opportunities and skills development to people with barriers to employment.

VISION: Every person in Kern, Kings, and southern Tulare counties has the opportunity to achieve his/her fullest potential through the power of work.

VALUES: Accountability ~ Integrity ~ Dignity ~ Diversity & Inclusion ~ Ingenuity ~ Opportunity

DEPARTMENT: Retail Services Department

SUPERVISION RECEIVED: Retail Store Manager

SUPERVISION EXERCISED: None

CLASSIFICATION: Non-Exempt

POSITION SUMMARY: The Material Handler I receives donations, along with transporting, sorting, selecting and properly displaying merchandise.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

Standards of Performance and Conduct (each is an essential function):

1. Ensure actions are consistent with Goodwill ethics, policies, procedures, goals and mission.
2. Work collaboratively with management and staff to achieve overall organizational goals.
3. Consistently maintain acceptable level of productivity, ensuring accounts payable/disbursement functions are completed accurately and timely.
4. Punctual and regular in attendance, understanding that time away from work is approved and taken in accordance with established policies.
5. Perform duties in a manner that promotes a team concept and reflects Goodwill's mission, philosophy, and core values of accountability, integrity, dignity, diversity, ingenuity, excellence, opportunity and responsibility.
6. Work in accordance with Goodwill policies, procedures and generally accepted business practices.
7. Promote a favorable image and works cooperatively with all organization employees, participants, customers and other persons contacted during the course of performing duties.
8. Maintain strict confidentiality in all aspects of work; comply with privacy and confidentiality policies.

9. Attend required safety training and participate in safety drills and exercises.
10. Safeguard company property, including donated goods.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

1. Complete opening activities to include doors, cone placement for trucks, prep for truck switch, prep of water cooling stations, donation drive through set up, gaylord moves, and other activities.
2. Moves, sorts, selects and properly displays merchandise in accordance with the company's procedures; requires the ability to pick up and carry up to 70 pounds in weight.
3. Tagging and hanging of textiles, pricing of wares, shoes, and furniture, and distribution of products to the sales floor.
4. Receives and processes donated goods, directs donors to proper locations and issue receipts and/or printed information; requires the ability to pick up and carry up to 70 pounds in weight.
5. Performs necessary record keeping pertaining to daily activities, donation counts, processing counts, and other reports as needed in a neat and legible manner.
6. Responsible to perform housekeeping duties to maintain cleanliness of donation area, bathroom(s), and all interior and exterior of the store. This may include, but not be limited to, cleaning bathroom fixtures, walls, floors, completing a 5-minute drill prior to each rest and meal break, recovering garbage or other materials from interior or exterior of the building, sweeping, mopping, and/or vacuuming floors, and other cleaning activities.
7. Cooperatively cover coworkers' break times and work in a cooperative manner as a team.
8. Preparation of salvage items to include creating boxes, sorting and ensuring quality products are used for resale and not placed in salvage, and wrapping of odd sized or bulk furniture and gaylords to prepare for transportation.
9. Build furniture that may come in boxed for placement on the sales floor.
10. Become familiar with pricing lists and assist in pricing items in conformity with the company's pricing policies.
11. Complete closing activities to include doors, cone retrieval for trucks, cleaning of water cooling stations, donation drive through tear down, gaylord moves, sales floor recovery, and other activities.
12. Complies with Safety and Loss Prevention policies and procedures.
13. Provides all necessary customer service while projecting a positive image during public contact. This might include pleasantly and receptively assisting donors in safely donating product, assisting with carry outs, and greeting and interacting with customers while working on the sales floor.
14. Ensure safe work conditions at all times. Report and document safety hazards, potentially hazardous conditions, and unsafe practices and procedures.
15. Maintain a high level of confidentiality.
16. Attends meetings and training sessions as required.
17. Responsible for other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the required knowledge, skill and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Minimal ability to read and write. Prior customer service experience is a plus.

Language Skills: Ability to effectively present information and respond to questions from groups, managers, employees, clients, customers, and the general public using tact, courtesy and cooperativeness.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables; exercise judgment, resourcefulness, ingenuity and initiative.

Other Skills and Abilities: Effective interpersonal and communications skills to interact effectively with all levels of management and staff. Ability to operate basic office equipment, including computer, telephone, cell phone, tablet, fax and copy machine. Must exhibit a high level of integrity and business ethics.

Certificates, Licenses, Registrations: None.

Physical Requirements and Work Environment: 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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS/DEMANDS: Material Handler – Floater I

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing			x	
2. Bending			x	
3. Carrying				x
4. Climbing		x		
5. Crawling		x		
6. Crouching		x		
7. Feeling				x
8. Fingering/Fine Dexterity			x	
9. Flexing Wrist				x
10. Grasping/Squeezing				x
11. Handling/Gross Dexterity				x
12. Hearing			x	
13. Kneeling		x		
14. Lifting				x
15. Pulling				x
16. Pushing				x
17. Reaching – Above Shoulder			x	
18. Reaching – Shoulder & Below			x	
19. Reclining	x			
20. Sitting		x		
21. Standing				x
22. Stooping		x		
23. Talking				x
24. Tasting/Smelling	x			
25. Throwing			x	

26. Turning Body				X
27. Twisting Body				X
28. Walking				X
29. Near Vision		X		
30. Midrange Vision		X		
31. Far Vision		X		
32. Depth Perception		X		
33. Visual Accommodation		X		
34. Color Vision	X			
35. Field of Vision/Peripheral		X		

LIFTING AND CARRYING REQUIREMENTS/DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	(Administrative/Clerical) Class 1 Light Activity	Lift/Carrying Minimum 30 LBS		
	MEDIUM (Moderate Physical Activity)		Lift/ Carrying Minimum 50 LBS	
x	HEAVY (Heavy Physical Labor)			Lift/Carrying Minimum 70 LBS

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors			x	
Outdoors				x
Dust				x
Electric Shock	x			
Explosive	x			
Exposure to Weather				x
Extreme Cold			x	
Extreme Heat				x
Fumes/Gases	x			
High Exposed Places	x			
Loud Noises			x	
Mist		x		
Moving Mechanical Parts				x
Odors		x		
Poor Ventilation	x			
Radiant Energy		x		
Toxic/Caustic Chemicals		x		
Vibration	x			
Wet/Humidity		x		

NAME:	
SIGNATURE:	DATE: