

ABILITIES CENTER JOB DESCRIPTION

1. Job Title **DONATION ATTENDANT** Grade 6

2. AREAS OF RESPONSIBILITY

Responsible for completing the intake of donated goods from donors. Includes sorting of donations into areas and categories as determined by Store Manager and Processing Supervisor. Duties may also include selecting, hanging and pricing of these goods prior to store display in the store sales area. Preparing of rejected goods for disposal as assigned. Duties are generally performed at the Store Donation Door.

3. ESSENTIAL JOB FUNCTIONS

Essential Functions

Performance Indicators

Ability to sort goods and materials to be sold in the Goodwill stores as directed.

Category of materials selected for sale.

Ability to meet, greet and assist donor customers in completion of a donation event.

Courteous and cheerful service to customer donors.

Maintaining a neat, safe, organized and clean assigned workspace at all times.

Organization of donated goods.

Ability to perform job duties independently and without constant supervision.

Number of donation events completed as per log.

Ability to use assigned tools and equipment: transports, pallet jacks, dollies, etc.

Organization and ease of use of assigned work area.

4. SUPERVISION RECEIVED: Store Manager, Assistant Store Manager, Processing Supervisor

5. SUPERVISION: None

6. QUALIFICATIONS/BASIC JOB REQUIREMENTS

Sensory and Physical Requirements

Ability to efficiently and effectively perform all functions of the job.

7. CHARACTERISTIC FUNCTIONS

Ability to sort through boxes of unprocessed goods and materials for high-quality items.

Ability to select and distribute materials according to category (sales, salvage, seasonal goods).

Ability to politely refuse items in unsaleable condition and on prohibited lists.

Ability to carry out other duties as assigned.

8. PRINCIPAL CHALLENGES

Maintaining a consistent flow and storage of donated goods and materials prior to their being selected for sale.

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9. ENVIRONMENT

The work is performed in a warehouse setting with loud background noise.

10. DISCLAIMER

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by the employee's supervisor.

Requirements are representative of the minimum levels of knowledge, skills, and/or abilities to perform this job successfully. The incumbent will possess the abilities or aptitude to perform each duty proficiently.

All requirements are subject to possible modification to reasonably accommodate persons with disabilities. Some requirements may exclude individuals who represent a direct threat or significant risk to the health and safety of themselves or other employees.

This document does not create an employment contract, implied or otherwise. The employment relationship is at will.

New: March 6, 2007