

ABILITIES CENTER JOB DESCRIPTION

1. Job Title **SORTER PROCESSOR** Grade 6

2. AREAS OF RESPONSIBILITY

Responsible for assisting in the intake of donated goods; sorting, selecting, hanging and pricing of these goods prior to store display in the store sales area. Preparing of rejected goods for disposal as assigned.

3. ESSENTIAL JOB FUNCTIONS

Essential Functions

Performance Indicators

Ability to sort, select, hang and price goods and materials to be sold in the Goodwill stores.

Quality and quantity of materials selected for sale.

Ability to fill racks and fixtures to be sent to the store sales area.

Timely processing and delivery of merchandise to the store sales areas.

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

Quality and quantity of production of saleable goods.

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 fill racks and fixtures according to category.

Ability to carry out other duties as assigned.

8. PRINCIPAL CHALLENGES

Maintaining a consistent flow of processed, high quality goods and materials 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.

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