

JOB DESCRIPTION

JOB TITLE: DONATED GOODS SORTER

JOB NUMBER: LA2007

FLSA STATUS: Non-Exempt

CLASSIFICATION: Laborer

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

SUPERVISES: No

JOB PURPOSE: Responsible for receiving incoming donations and making the initial sort of hard and soft goods that are saleable and those to be discarded or baled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for greeting GIV donors, unloading donations and offering receipt.
- Perceive problems related to donated goods and communicate to supervisor in a professional manner.
- Sort donations received:
 - Sort and separate donations as categorized by hard and soft goods.
 - Sort those items that are saleable and direct those items to the processing area.
 - Sort those items that are damaged or otherwise do not meet quality standards and direct those items to be discarded or baled.
- Keeps all records as required.
- Keep dock area and backroom work area clean and report any unsafe conditions immediately.
- Remove trash and operate compactor.
- Utilize excellent customer service skills.
- Adhere to all safety regulations.
- Attend all store meetings as scheduled.
- Perform other duties as directed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

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

QUALIFICATIONS:

- **Education and Experience:**
High school diploma or G.E.D preferred – but not required.
- **Language Skills**
- **Mathematical Skills**
- **Reasoning Abilities**
- **Other**

ACCOUNTABILITY AND MEASURES:

- Speed and accuracy of work.

Effective date: 3/7/07

Replaces:

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

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Helping people and families in our community achieve a better life through work and independence.

- Attendance and punctuality.
- Ability to work with supervisors, co-workers and participants
- Support and commitment to GIV's mission and core values.
- Cooperation with and attitude toward others.
- Adherence to all company policies and procedures.

Willingness and ability to perform other duties as assigned

CERTIFICATES, LICENSES, REGISTRATIONS:

- None required.

AMERICAN 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**

There are no unusual work environment characteristics associates with performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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: 3/7/07

Replaces:

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