

GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Donation Coordinator

STATUS: Non-Exempt

DEPARTMENT: Retail

SALARY GRADE: 1

1. CHARACTERISTICS OF THE JOB:

Under the general direction of the Store Manager receives and sorts donations in a manner which maximizes inventory flow and quality, and creates a positive image of Goodwill in the community.

2. PROVIDES SUPERVISION TO:

None

3. RESPONSIBILITIES - ESSENTIAL FUNCTIONS:

- Be in place and prepared to greet donors at their vehicle in a friendly and helpful manner.
- Inform donor of acceptable and unacceptable donations.
- Assist donor in unloading acceptable donations, as needed.
- Sort donations into appropriate categories – textiles, wares, As-Is, EBay, trash.
- Maintain donation records, including assisting donors with tax receipts and completing daily donation log.
- Assist in loading and unloading trucks, as needed.
- Set up and organize donation area prior to store opening and closing, and continuously throughout the day.
- Keep donation area clean of trash and debris, including emptying garbage cans, sweeping floors and breaking down boxes as needed.
- Adhere to safety policies and procedures at all times.

ANCILLARY FUNCTIONS:

- Maintain a well-groomed appearance.
- Assist with inventory processing functions including quality sorting, tagging and pricing of merchandise.
- Perform other duties as assigned.

4. QUALIFICATIONS:

- Physical stamina to stand, bend and stretch for a full work shift.
- Good verbal communication skills.
- Demonstrated ability, or ability to learn, processing procedures and techniques.
- Demonstrated ability to work independently under minimal direct supervision.
- Demonstrated ability to work effectively as part of a team.
- Ability to lift up to and including 50 pounds and push or pull wheeled carts up to 400 pounds.

5. WORK ENVIRONMENT:

Mostly outside work. Exposure to moderate to extreme variations in temperature and weather. Exposure to vehicle fumes, low level noise and moderate to high levels of dust. Uneven walking surfaces. Cement floors.

6. PHYSICAL REQUIREMENTS:

Continuous standing. Frequent bending, stooping, lifting and reaching. Continuous moderate manual dexterity. Mid-range visual acuity.

7. IMMEDIATE SUPERVISOR:

Store Manager

DONATION COORDINATOR
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8. APPROVAL:

Store Manager

DATE

9. ACKNOWLEDGMENT:

I have received a copy of this position description.

EMPLOYEE SIGNATURE

DATE

PRINT NAME