

GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Inventory Processor
STATUS: Support Staff/ Non-Exempt
DEPARTMENT: Retail
SALARY GRADE: 1

1. **CHARACTERISTICS OF THE JOB:**

Under the general direction of the Production or Store Manager, processes inventory in a manner that maximizes efficiency in inventory flow and quality control, and enhances a positive image of Goodwill in the community.

2. **PROVIDES SUPERVISION TO:**

None.

3. **RESPONSIBILITIES-ESSENTIAL FUNCTIONS:**

- Inspect, grade and sort the donations into categories, including textiles, wares, As-Is and eBay, as per current procedure.
- Place non-saleable donations in proper containers and label appropriately.
- Process and price wares to meet or exceed daily production goals.
- Tag textiles per current procedure to meet or exceed daily production goals.
- Separate seasonal merchandise and label and store in appropriate area.
- Maintain accurate production records and submit to the Store Manager or Production manager on a timely basis.
- Adhere to safety policies and procedures at all times.

ANCILLARY FUNCTIONS:

- Maintain a well-groomed appearance.
- Performs other duties as assigned.

INVENTORY PROCESSOR

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4. QUALIFICATIONS:

- Demonstrated ability, or ability to learn, production procedures and techniques.
- Good verbal communication skills.
- Ability to work independently under minimal direct supervision.
- Demonstrated ability to work effectively as part of a team.
- Ability to lift up to 50 pounds and push or pull wheeled carts up to 400 pounds.

5. WORK ENVIRONMENT:

Exposure to moderate variations in temperature and weather. Exposure to low level noise and moderate level dust. Occasional exposure to outside elements. Overhead lighting. Cement floors.

6. PHYSICAL REQUIREMENTS:

Continuous standing, bending, reaching and stretching. Continuous simple grasping. Continuous visual skills.

7. IMMEDIATE SUPERVISOR:

Production Manager or Store Manager, depending on location.

8. APPROVAL:

PRODUCTION MANAGER

DATE

9. ACKNOWLEDGMENT:

I understand and have received a copy of this position description.

EMPLOYEE SIGNATURE

DATE

PRINT NAME