

# GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

## POSITION DESCRIPTION

**POSITION TITLE:** Donation Station Attendant  
**STATUS:** Support Staff / Non-Exempt  
**DEPARTMENT:** Operations  
**SALARY GRADE:** 1

1. **CHARACTERISTICS OF THE JOB:**

Coordinate activities at the donation station to ensure maximum donation collection.

2. **PROVIDES SUPERVISION TO:**

None.

3. **RESPONSIBILITIES – ESSENTIAL FUNCTIONS:**

- Greets the public at donation station and receives donation.
- Helps unload donations from donor's vehicle and places into collection center.
- Advises donor, in a positive manner, if materials being donated are unacceptable. Gives donor copy of Donation Acceptance List.
- Sorts clothing, shoes, wares, and trash into appropriate bins and packs according to procedures.
- Provides receipt to donor.
- Maintains donation station in a safe and clean condition.
- Keeps an hourly and daily log of the number of donors and donations.
- Conducts self in a courteous and professional manner at all times.
- Helps Goodwill driver unload bins and donations into route truck as needed.
- Follows Loss Prevention and Safety procedures at all times.
- Adheres to all company policies.

**ANCILLARY FUNCTIONS:**

- Performs other job related duties as assigned by supervisor.

4. **QUALIFICATIONS:**

- Excellent communication skills.
- Ability to lift up to 50 pounds.
- Neat and clean appearance.
- Ability to work efficiently and independently.
- Access to telephone.
- Transportation to and from the donation station.

5. **WORK ENVIRONMENT:**

Primarily work inside donation trailer. Exposure to all weather conditions/elements. Frequent interaction with the public. Moderate to low noise and dust level.

6. **PHYICAL REQUIRMENTS:**

Standing, sitting intermittently throughout shift. Visual skills required. Climb 5/6 stairs to enter donation center (trailer). Continuously lifting, bending, stooping, grasping and reaching.

7. **IMMEDIATE SUPERVISOR:**

Warehouse Operations Manager

8. **APPROVAL:**

\_\_\_\_\_  
VICE PRESIDENT OF RETAIL AND OEPRATIONS

\_\_\_\_\_  
DATE

9. **ACKNOWLEDGMENT**

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

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME