

GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: GPS-Team (Goodwill's Power Support)

STATUS: Support Staff/ Non-Exempt

DEPARTMENT: Retail

SALARY GRADE: 1

1. CHARACTERISTICS OF THE JOB:

Under the general direction of the Regional Managers, travel to retail stores and other area's of operations including Warehouse, E-waste and Donation drives to supplement personnel in a manner that maximizes efficiency in inventory flow and quality control, so as to increase sales and provide a positive image of Goodwill in the community.

2. PROVIDES SUPERVISION TO:

None

3. MUST BE SKILLED AND EXCEL IN THE FOLLOWING RESPONSIBILITIES AND 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, Cyber, trash.
- Maintain donation records, production records including assisting donors with tax receipts and completing daily donation and production 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 and/or production area clean of trash and debris, including emptying garbage cans, sweeping floors and breaking down boxes as needed.
- Inspect, grade and sort the donations into categories, including textiles, wares, As-Is and Cyber.
- Clean, merchandise, and display Retail Store's sales floor including organizing, colorizing, sizing and pulling textiles. Organizing, colorizing, and cleaning hard lines and toppers.

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- Place non-saleable donations in proper containers and label appropriately.
- Process and price wares to meet or exceed daily production goals.
- Tag textiles to meet or exceed daily production goals.
- Assist truck driver with loading and unloading inventory
- Stage and store merchandise in the assigned area
- Assist in setting up and taking down AS-IS merchandise when directed.
- Assist in warehouse storage and cleaning
- Have knowledge of essential functions of E-waste:
 - A. Disassemble CPU's, separate computer components, palletize and wrap monitors & TV's. Disassemble the CPU (Remove the memory chip, circuit board, battery, mother board, cooler unit)
 - B. Separate CPU components into designated Gaylord's
 - C. Put all monitors & televisions on a pallet and shrink wrap it
 - D. Weigh pallet and write weight, number of units and pallet number on outside of shrink wrap
- Have knowledge of and adhere to Goodwill safety policies and procedures.

ANCILLARY FUNCTIONS:

- Maintain a well-groomed appearance.
- Perform other duties as assigned by the supervisor.

4. QUALIFICATIONS:

- Physical stamina to stand, bend and stretch for a full work shift.
- Good verbal communication skills.
- Ability to learn processing procedures and techniques.
- Ability to work effectively as part of a team.
- Ability to work independently, take initiative, perceive what is needed or missing in store assessment.
- Ability to lift up to and including 50 pounds and push or pull wheeled carts up to 400 pounds.
- Must be able to maneuver heavier weights using proper equipment.
- Able to weigh and record weights accurately.
- Able to interact well with co-workers and the public.
- Valid CA driver's license.

5. WORK ENVIRONMENT:

Exposure to outside elements and 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. Overhead lighting. Cement floors.

6. PHYSICAL REQUIREMENTS:

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

7. IMMEDIATE SUPERVISOR:

North and South Regional Managers

8. APPROVAL:

Vice President of Retail and Operations

DATE

9. ACKNOWLEDGMENT:

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

EMPLOYEE SIGNATURE

DATE

PRINT NAME