
GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Operations Support I
STATUS: Support Staff / Non-Exempt
DEPARTMENT: Operations
SALARY GRADE: 1

1. CHARACTERISTICS OF THE JOB:

Support the Operations Department by rotating assignments in salvage, warehouse and transportation areas.

2. PROVIDES SUPERVISION TO:

None

3. RESPONSIBILITIES - ESSENTIAL FUNCTIONS:

- A.** Assist truck driver in loading and unloading donations and products received from donors, stores and ADCs.
- B.** Direct or "spot" for the truck driver any time your duties require you to be riding on the truck. You must insure that it is safe to back up the truck
- C.** Operate baling machine in a safe manner as prescribed by the manufacturer.
- D.** Bale all salvage items as directed.
- E.** Assist in warehouse storage and cleaning
- F.** Wear personal protective equipment as required for the particular job.
- G.** Use proper lifting techniques at all times
- H.** Responsible to safeguard Goodwill property at all times.

ANCILLARY FUNCTIONS:

- I.** Assist in setting up and taking down AS-IS merchandise when directed.
- J.** If certified, drive the forklift when directed by the Ops. Manager
- H.** Conduct self in a courteous manner at all times.
- I.** Adhere to all company policies.
- J.** Perform other job related duties as assigned by your supervisor.

4. **QUALIFICATIONS:**

- A. Ability to take direction and work with minimal supervision.
- B. Must be able to lift 50 pounds and maneuver heavier weights using proper equipment.
- C. Able to operate baling machine in a safe manner.
- D. Able to weigh and record weights accurately.
- E. Neat and well groomed appearance.
- F. Able to interact well with co-workers and the public.
- G. Valid drivers license very helpful.

5. **WORK ENVIRONMENT:**

Rides in truck. Exposure to all weather conditions/elements. Occasional interaction with general public.

6. **PHYSICAL REQUIREMENTS:**

Frequent sitting, standing, walking. Continuous lifting, bending, stooping, and grasping. Gross manual dexterity. Frequent pushing and pulling. Distance visual skills required. Vehicle travel as passenger.

7. **IMMEDIATE SUPERVISOR:**

Operations Manager

8. **APPROVAL:**

Operations MANAGER

DATE

9. **ACKNOWLEDGMENT:**

EMPLOYEE SIGNATURE

DATE

PRINT NAME