

# 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 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 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

Page 2 of 2

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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 and 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:

\_\_\_\_\_  
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