

## **GOODWILL EASTER SEALS JOB DESCRIPTION – NOVEMBER 2001**

**TITLE:** Warehouse associate

**DIVISION:** Retail Operations

**CLASSIFICATION:** Non - Exempt, Full Time or Part Time

**REPORTS TO:** Warehouse Supervisor

### **Purpose of position:**

To assist in the unloading of salvage trucks and the baling of all salvage material

**Essential Functions:** (must be able to perform these functions, with or without a reasonable accommodation).

1. Receives and collects salvage material from stores, main office and attended donation stations.
2. Bundles an average of 8 bales per day, using a baling machine, and transports completed bales to shipping area using forklift vehicle.
3. Weighs shoes for shipping and keeps record of weights as needed.
4. Keeps baling area clean and aisles free of equipment, materials and debris, throughout the day.
5. Assists in the loading and unloading of trucks and routes merchandise to proper area.
6. Informs appropriate staff member of deliveries and document the receipts.
7. Maintains supplies that may be stored in the warehouse, including hangers, boxes, furniture and any other stored items.
8. Rotates items in and out of As-Is store.
9. Disposes of trash and un-usable merchandise into compactor or outside dumpster.
10. Sorts boxes of shoes, belts, and purses onto pallets; wraps, weighs and stores boxes.
11. Keeps an updated and correct list of number of bales and pallets by type and weight.
12. Acts as a positive role model for co-workers in every aspect of professional behavior.
13. Observes safety procedures and personnel policies.
14. Regular attendance is required as outlined in Goodwill Easter Seals' attendance policy.

**Marginal Functions:** (Duties that are likely to be assigned to this person, unless he/she proves unable to perform them after receiving training and/or accommodations that we judge appropriate).

1. Assists in truck helper duties as necessary.
2. Other duties as assigned.

**Skills, knowledge and abilities:** (these are required to enable job holder to perform the essential functions of the job).

1. Must be able to interact cordially and productively with a variety of people.
2. Must be able to market Goodwill Easter Seals and explain the mission to the general public.
3. Must be able to read, write and communicate clearly in English – enough to keep logs updated.

4. Must establish and maintain an effective working relationship with supervisor, employees and co-workers.
5. Must be able to work a flexible schedule, on short notice, including weekends, and frequently in excess of 40 hours per week.
6. Ability to function in a hectic work environment with occasional periods of high stress.
7. Must be able to lift and carry objects weighing up to 50 lbs. Frequently, and up to 100 lbs., with assistance, regularly.
8. Ability to engage in frequent bending, stooping and stretching.

**Experience and Education Requirements:**

High School diploma or GED preferred. On-the-job forklift training required – must be able to pass written test.

**Working Conditions:**

Extreme physical exertion; exposure to unfit donated materials.

I have read and understand this job description. I have discussed this job description with the supervisor/manager who interviewed me. If offered this position, I will be able to perform the essential functions of this position with or without accommodation.

---

Applicant's Signature

---

Date

---

Supervisor/Manager's Signature

---

Date