

# GOODWILL INDUSTRIES OF THE COLUMBIA WILLAMETTE

## Job Description

**TITLE:** Production Associate I

**EEO#:** 7

**IMMEDIATE SUPERVISOR:** Store Supervisory Staff

**DEPARTMENT:** Operations – Retail

**DIVISION:** All

**GENERAL SUMMARY:** The Production Associate I primarily works in the processing area of the store, supporting the retail functions by handling a variety of donated goods and/or on the sales floor stocking shelves and providing customer service.

### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

#### **Essential Functions:**

- Must demonstrate willingness and ability to adhere to all GICW's policies and procedures, CARF standards, Kaizen guidelines, safety and security regulations.
- Foster and demonstrate a positive team environment.
- Provide excellent customer service by acknowledging, assisting and thanking customers.
- Prepare items for sale by hanging clothing, cleaning items as needed, and/or bagging items that need to be kept together.
- Tag, mark, and/or code items selected for sale according to designated price, type of merchandise and processing guideline.
- Accurately tally amounts and/or prices of processed items.
- Efficiently transport items to and from the sales floor.
- Efficiently place items on shelves, in bins, or on racks.
- Face shelves, racks, and/or bins according to GICW merchandising standards.
- Remove old items from display and place in totes or carts according to GICW standards.
- Assist at cash registers, donation door, fitting rooms and showcase as assigned.
- Provide carry out service, as needed.
- Sweep and/or mop sales floor.
- Vacuum carpeted areas, as assigned.
- Clean windows and dust fixtures and shelves, as assigned.
- Clean and supply washrooms as assigned.
- Empty garbage and recycling bins.
- Clean debris around building exterior.
- Retrieve and collect shopping carts and baskets, as assigned.
- Perform miscellaneous duties, as assigned.

### **QUALIFICATIONS:**

Specific:

- Must be 18 years of age or older.
- Must be able to work store operating hours.
- Must be able to read and write.
- Must be able to function independently in a work setting.

General:

- Must maintain consistent, predictable and satisfactory attendance and punctuality as scheduled.
- Must be able to demonstrate upon request functional literacy and numeric proficiency.
- Must have command of the English language sufficient to verbally communicate with the general public.
- Must not present a significant current risk of substantial harm to self or others in the performance of the essential duties of the job that cannot be eliminated or reduced by reasonable accommodation.
- No record or disclosure of criminal conviction that indicates a tendency toward theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior or is otherwise in conflict with the functions listed on this job description. This may include passing a state-mandated, federally-conducted criminal background check.
- Must provide proof of identification and eligibility to work in the United States of America.
- Must pass a drug screening test and background check.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Must meet GICW quantitative and qualitative performance standards.

**POSITIONS SUPERVISED:** None

**WORKING CONDITIONS/HAZARDS:**

- Works indoors in either a warehouse or store setting. Environment is heated or may be air conditioned, and may include exposure to dust.
- Moderate adaptability required: Work environment occasionally hectic (fast paced) with irregular short deadlines and a limited number of critical or unusual situations.
- DOT Strength Classification – Medium.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Director Approved: 11/12