

GOODWILL INDUSTRIES OF THE COLUMBIA WILLAMETTE

Job Description

TITLE: Warehouse Worker

EEO#: 8

IMMEDIATE SUPERVISOR: Warehouse Supervisor

DEPARTMENT: Operations - Salvage

DIVISION: All

GENERAL SUMMARY: Primarily works in the processing area supporting salvage functions by handling a variety of donated and salvage goods in a safe and expeditious manner. At collection sites, assists truck driver by loading truck and cleaning up donation sites.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Essential Functions:

- Load and unload trucks and trailers using hand truck, pallet jack, or other material handling equipment.
- Sort goods and materials into salvage and reusable categories.
- Assist truck drivers with loading, unloading, site clean-up and safe vehicle backing.
- Ensures proper loading of compactors with salvageable materials & waste recycle.
- Responsible for the safe movement of materials to and from the Outlet sales floor which include but are not limited to: emptying receptacles of product into table bins, rotation of tables on/off the sales floor and using the table tipper to empty tables of material destined for salvage.
- Maintain work area in a safe, clean, and orderly fashion.
- Works with other employees as a team member and must communicate effectively.
- Provides excellent customer service to all internal and external customers.
- Foster and demonstrate a positive team environment.
- Must demonstrate willingness and ability to adhere to all GICW's policies and procedures, CARF standards, Kaizen guidelines, safety and security regulations.
- Operation of all salvage production equipment (balers, tilters, tippers, and compactors) after successful completion of GICW's equipment training and certification process.

Incidental Functions:

- Occasionally work with public when retrieving donations from sites.
- Operation of forklift according to GICW requirements as assigned, with successful completion of GICW's equipment training and certification process.
- Perform miscellaneous duties, as assigned.

QUALIFICATIONS:

Specific:

- Must be able to do heavy lifting, stand, walk, carry, push, pull, reach, stoop, bend, twist, crouch, grasp, kneel and climb.
- Must be able to follow verbal instructions.
- Must be able to function independently in a work setting.
- Must be able to work warehouse operating hours.
- Must be able to read and write.

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:

- Work is primarily performed in a warehouse environment on an open dock. May perform work at a donation site or a trailer/truck unloading site.
- Exposed to all weather conditions, moving trucks and forklifts, and moderate noise levels.
- Driving hazards as a passenger in vehicles.
- Long periods of standing or walking.
- Must wear gloves, leather work shoes and other personal protective equipment as required.
- Hygiene is per GICW standards.
- 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: 06/17