

JOB DESCRIPTION

JOB TITLE: ADC ATTENDANT

JOB NUMBER: LA2000

FLSA STATUS: Non-Exempt

CLASSIFICATION: Laborer

REPORTS TO: ADC Supervisor

SUPERVISES: No

JOB PURPOSE: To receive donated "re-saleable" items at a Goodwill Donation Center and pre-sort and secure for transport to stores or warehouses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meet and greet the customers.
- Communicate pleasantly with donors, while receiving donations.
- Distinguish unsaleable items and graciously decline them.
- Direct larger item donations to stores.
- Thank customers for their donations and offer a tax receipt.
- Keep records of donations.
- Keep building organized and clean.
- Keep trash and boxes in appropriate location.
- Maintain a positive attitude, regardless of weather and conditions.
- Sort and pack donations.
- Able to lift heavy items.
- Open and close building on time.
- Be responsible and safe in own environment.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of Goodwill Industries of the Valleys

QUALIFICATIONS:

- **Experience, Competencies and Education**
Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- **Language Skills**
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- **Mathematical Skills**

Effective date: 1/07

Replaces:

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY EMPLOYEE'S AT-WILL EMPLOYMENT STATUS.

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Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

- **Reasoning Ability**
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Other**

CERTIFICATES, LICENSES, REGISTRATIONS:

AMERICANS WITH DISABILITIES SPECIFICATIONS:

- **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions, which may include wet or humid conditions (non-weather) and outdoor weather conditions, with no heat or air conditioning.

The noise level in the work environment is moderate.

RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Supervisor's Signature

Date

Effective date: 1/07

Replaces:

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