

JOB DESCRIPTION

JOB TITLE: BALER
JOB NUMBER: LA2001
FLSA STATUS: Non-exempt
CLASSIFICATION: Laborer
REPORTS TO: Collection/Salvage Supervisor/Store Manager
(Varies among the divisions)
SUPERVISES: No

JOB PURPOSE: To provide a staff position with the responsibility of baling clothing, shoes, purses or plush, stacking and unstacking gaylords and loading trucks when bales of clothing, purses and plush are sold.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate top loading clothing baler.
- Operate fork lift
- Operate pallet jack
- Must be able to work unsupervised. Filling hopper of baler. Tying off baler with provided wire, removing completed bales with forklift and stacking in warehouse. Loading trucks when bales of clothing, shoes, purses or plush are sold. Responsible for emptying poly-bulk trucks or gaylords of donated goods that are to be warehoused for later use.
- Maintain cleanliness of warehouse.
- Orderly structure of contents in warehouse.
- Complete salvage invoices.
- If no bailing duties are available then baler would work in the processing room of the retail store. Duties include taking donations, sorting donations, testing electronic donations and housekeeping duties.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

QUALIFICATIONS:

- **Experience, Competencies and Education**
High school diploma or general education degree (GED); or one to three months related experience and/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**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

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- **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**

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must be fork lift certified.

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 occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop; kneel; crouch or crawl; talk or hear. Lifting, pushing and pulling are performed 85% of the time. 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 cold and hot temperature conditions; inside 85% of time, however area may lack heat and air conditioning. Area may have freight doors opened to elements. Also, exposed to wet or humid conditions (non-weather), dust particles, outdoor weather conditions, extreme cold and extreme heat, risk of electrical shock and vibration.

The noise level in the work environment is usually loud (examples: metal can manufacturing department; large earth-moving equipment).

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

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