

JOB DESCRIPTION

JOB TITLE: AREA SUPERVISOR OF DONATIONS AND SALVAGE

JOB NUMBER: OM4080

FLSA STATUS: Exempt

CLASSIFICATION: First/Mid Level Officials & Managers

REPORTS TO: Vice President of Donated Good Operations

SUPERVISES: Yes

JOB PURPOSE:

To establish and maintain a Donations system that will provide high quality donations for our retail stores. Manages and coordinates Salvage and Donations systems of donated goods for a specific geographic area. This includes responsibility for the Warehouse in the assigned region.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops an efficient and effective network of attended donation centers that yield high quality donations.
- Works in conjunction with VP of Donated Goods Operations to evaluation current ADC's and the development of new ADC sites.
- Works with Regional Directors of Stores, Marketing and the VP of Donated Goods Operations to develop and execute donation and recycling events in our geographic area.
- Supervises the employees in the area of operation for ADC's, Warehouses, Collections and Salvage.
 1. Responsible for developing schedules, administration of vacations, time and attendance records and submits payroll for assigned area.
 2. Administers the performance review program, corrective action and performance improvement plans for staff in Donations and Salvage.
 3. Hires and trains staff with the skills, knowledge and motivation to provide excellent customer service, reach productivity standards and quality standards. Provides ongoing training for their staff.
- Work flow requirements may include operating fork lift, loading truck, completing salvage invoices, and other similar job functions.
- Plans, directs, and implements vehicle scheduling, allocation, dispatching, licensing, and communication functions in accordance with established policies and objectives to effect economical utilization of vehicles and timely delivery of products.
 1. Manages an efficient and dependable transportation system moving products from warehouse, stores and ADC's. Oversees the truck fleet to meet the needs of our ADC's and stores including logistics of moving donations from ADC's and stores, bale carts and salvage.
- Coordinates with the VP of Donated Goods Operations for the maintenance ADC's, forklifts, truck fleet and bailing and other equipment or facilities to assure they are in safe and efficient working order or condition.

Revised: 9/21/09

Effective date: 12/18/08

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Goodwill Industries of the Valleys

Helping people and families in our community achieve a better life through work and independence.

- Provides oversight and guidance to ADC's, warehouse and salvage operation in his or her area to assure organization and quality standards are maintained plus provides and receives feedback as appropriate.
- Assists in increasing salvage revenues, development of new salvage revenues and elimination of waste.
- Assists VP of Donated Goods in developing budgets.
- Responsible for the area ADC's, donations, collections and salvage operations meeting OSHA, safety, security and compliance standards including that their staff have implemented the safety and security procedures of the organization.
- Responsible for meeting budgeted revenue and income goals.
- Attend training programs as needed or required.
- Perform related duties as may be signed by VP of Donated Goods Operations.
- Compiles and develops reports and information as requested by VP of Donated Goods Operations or Sr. VP of Donated Goods. Also analyzes results achieved and make recommendations where appropriate.
- Reports maintenance and supply needs to the VP of Donated Goods Operations. Requisitions supplies.
- Work with other Area Supervisors, Marketing, Regional Directors, Logistics and Transportation Manager and the VP of Donated Goods Operations to coordinate donation drives or special events to increase donations or recycling.
- Substitute for other Area Supervisors while they are on vacation or sick as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of GIV.

QUALIFICATIONS:

- **Experience, Competencies and Education**
One year certificate from college or technical school; three years related experience and/or training; or equivalent combination of education and experience.
- **Language skills**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Mathematical skills**
Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning ability**
Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Other**
Basic computer knowledge of email and spreadsheets

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid State of Virginia driver's license and proof of insurance required to drive personal car on company business. _____
- Additionally, 3+ point DMV record required to drive company vehicle. _____

ACCOUNTABILITIES AND MEASURES:

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AMERICANS WITH DISABILITIES SPECIFICATIONS:

o **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; 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, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

o **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 not normally exposed to weather conditions.

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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