

## JOB DESCRIPTION

**JOB TITLE:** DOCK AND WAREHOUSE WORKER  
**JOB NUMBER:** LA2012  
**FLSA STATUS:** Non-exempt  
**CLASSIFICATION:** Laborers & Helpers  
**REPORTS TO:** Supervisor (Area), Collections & Salvage  
**SUPERVISES:** No

**JOB PURPOSE:** Responsible for receiving donations and organizing warehouse.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to receive donations, bale, load and unload trucks, process goods.
- Work independently.
- Ability to perceive problems related to donated goods and communicate sale to supervisor.
- Be especially sensitive to products being baled as related to retail sales.
- Responsible for meeting and completing task.
- Ensure proper use of production supplies.
- Report accidents immediately.
- Communicates to his/her supervisors in a professional manner.
- Keeps all records as required.
- Keeps work area clean.
- If required, use all safety equipment assigned. Includes dress code.
- In the donated and retail sales area be aware of recalled products, this information will come through Public Relations Director.
- As a staff person is responsible for the safety of those workers in his/her charge via implementation of the safety procedures and policies of the organization.
- Performs other duties as directed.

### 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**  
High School diploma or general education (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**

Effective date: 1/07

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Replaces: N/A

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

**Goodwill Industries of the Valleys**  
Helping people and families in our community have a better life through work and independence.

Ability to calculate figures and amounts such a discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations.

**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. \_\_\_\_\_
- Forklift license required. Training may be provided.

**ACCOUNTABILITIES AND MEASURES**

- Accomplishment of assigned tasks

**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; 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 not normally exposed to weather conditions. The noise level in the work environment is moderate to loud.

**SIGNATURES**

I have read and understand this explanation and job description. I am expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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