



Processing Worker I

Department: Retail Sales

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Store Manager

Grade/Level: 1

Amount of Travel Required: No travel required

Work Schedule:

Positions Supervised:

5 Days a Week, including weekends.

None

POSITION SUMMARY

Mainly inspects, tags and hangs clothing. Stocks shelves and brings racks to store.

ESSENTIAL FUNCTIONS

- ◆ Inspects clothing to ensure that they are in condition to be sold at a Goodwill store.
- ◆ Inspects for holes, stains, frays and places in bins to be taken to the after market stores.
- ◆ Places clothing items on hangers.
- ◆ Hangs clothes on clothing racks.
- ◆ Tags clothes.
- ◆ Separates clothes by quality.
- ◆ Stocks shelves.
- ◆ Pushes racks safely to store.
- ◆ Performs other miscellaneous duties as directed or assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accurate - Ability to perform work accurately and thoroughly.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- ◆ Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- ◆ Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- ◆ Reliability - The trait of being dependable and trustworthy.

Education

Less than high school education

Experience

No prior experience necessary

PHYSICAL DEMANDS**Physical Abilities****Lift /Carry**

Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

Push / Pull

12 lbs or less	O (Occasionally)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works in a warehouse environment with different levels of dust and noise. Work area is generally hectic due to employees moving donations, carrying totes, pushing handcarts, etc.

Prepared by : _____ Date: _____

Approval Signature: _____ Date: _____

Approval: _____

Approval: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.