



The Face of
Independence

GOODWILL OF ORANGE COUNTY

Goodwill of Orange County Job Description

Approved:


VP of Facilities Development & Logistics

Date

7/29/13

Effective: 1/1/1995

Revised: 6/1/2013

Approved:


Sr. Director of Human Resources

Date

8/2/13

MISSION:

Goodwill is in the business of helping people who are facing barriers, to get and keep jobs which provide purpose, pride and dignity. We believe the power of work changes lives.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

STRATEGIC VISION PRIORITIES:

- Increase donations and maximize their value in a cost efficient way.
- Increase the profit contribution of our businesses by improving their operational effectiveness.
- Increase our visibility in the community and raise greater awareness of Goodwill's mission.
- Increase and focus resources on services that that will help the most people with barriers get and keep jobs.

VALUES:

- Goodwill Brand
- Independence
- People Working & Learning Together
- Innovation & Growth
- Integrity
- Accountability
- Customer Satisfaction
- Environmental Responsibility

JOB TITLE:

DOCK HELPER
(Nonexempt)

AREA:

DOCK

DEPARTMENT:

TRANSPORTATION

DIVISION:

FACILITIES AND LOGISTICS

PURPOSE OF POSITION:

Load and unload trucks and trailers and move merchandise to designated locations for distribution.

SUPERVISION RECEIVED:

Works under direct supervision of the Transportation Supervisor and the Dock Supervisor.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of activities which may include but are not limited to loading, unloading, and sorting of merchandise.
2. Performs general housekeeping duties as required.
3. If certified, may at times drive a forklift.
4. May work as Interim Dock Lead.
5. Works overtime as required.
6. Performs other job related duties as assigned.
7. Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.
8. Acts safely at all times, following all safety rules and regulations.
9. Follows all company policies and procedures.
10. Promotes and demonstrates cooperation and teamwork. Assists and shares knowledge and information with other employees as needed.
11. Uses good interpersonal skills such as courtesy, sensitivity, politeness, and thoughtfulness.
12. Works with, trains, and/or acts as a good example for program participants receiving training at Goodwill.

OTHER:

As a Dock Helper, you may be trained for the Dock Lead position. If so, you will need to meet the GOC's Dock Lead Job Description (JD) requirements, including (1) a High School diploma or GED, and (2) Forklift certification; you will be trained and certified by Goodwill. This training component is not guaranteed to anyone and is based on employee's current performance. In addition, if you are assigned to work as Dock Lead, a pay adjustment may be made based on current wages and wages commensurate the rate for the type of work you are performing.

MINIMUM JOB REQUIREMENTS:

1. High School diploma or GED desired, but not required.
2. No experience required; will train.
3. Ability to communicate and understand English well enough to receive work and safety instructions and answer questions, as well as communicate with management, co-workers and clients.
4. Ability to lift items weighing over 50 pounds on a regular basis and stand up to 8 hours/day.

WORK DEVICES/MATERIALS/EQUIPMENT USED:

Uses hand truck, pallet jack, wheeled carts, work boots, leather gloves, back brace/belt, hard hat and other various moving equipment.

PHYSICAL REQUIREMENTS: (See Attached)

PHYSICAL DEMANDS :

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing		X		
2. Bending		X		
3. Carrying				X
4. Climbing		X		
5. Crawling	X			
6. Crouching	X			
7. Feeling		X		
8. Fingering/Fine Dexterity	X			
9. Flexing Wrist		X		
10. Grasping/Squeezing			X	
11. Handling/Gross Dexterity			X	
12. Hearing		X		
13. Kneeling	X			
14. Lifting				X
15. Pulling			X	
16. Pushing			X	
17. Reaching – Above Shoulder		X		
18. Reaching – Shoulder & Below		X		
19. Reclining	X			
20. Sitting	X			
21. Standing				X
22. Stooping		X		
23. Talking		X		
24. Tasting/Smelling	X			
25. Throwing	X			
26. Turning Body		X		
27. Twisting Body		X		
28. Walking			X	
29. Near Vision		X		
30. Midrange Vision		X		
31. Far Vision		X		
32. Depth Perception	X			
33. Visual Accommodation	X			
34. Color Vision	X			
35. Field of Vision/Peripheral		X		

LIFTING AND CARRYING DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	SEDENTARY Class 1 (Administrative)	10 Pounds	Negligible	Negligible
	LIGHT Class 2 (Clerical & Light Work Activity)	20 Pounds	10 Pounds and/or Walk/Stand/ Push/Pull of Arm/Leg Controls	Negligible and/or Push/Pull of Arm/Leg Controls while seated
X	MEDIUM (Moderate Physical Activity)	50 Pounds	20 Pounds	10 Pounds
	HEAVY (Heavy Physical Labor)	100 Pounds	50 Pounds	20 Pounds

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors		X		
Outdoors			X	
Dust			X	
Electric Shock	X			
Explosive	X			
Exposure to Weather		X		
Extreme Cold	X			
Extreme Heat		X		
Fumes/Gases	X			
High Exposed Places	X			
Loud Noises		X		
Mist	X			
Moving Mechanical Parts		X		
Odors	X			
Poor Ventilation	X			
Radiant Energy	X			
Toxic/Caustic Chemicals	X			
Vibration	X			
Wet/Humidity		X		
NAME:				
SIGNATURE:			DATE:	