Goodwill of Orange County Job Description

Approved: _Corine X Allen_ 9/19/13 **Effective:** 1/1/1995
VP of Retail Operations Date **Revised:** 8/3/2013

Approved: _Jose Puy_ 9/25/13
Sr. Director of Human Resources Date

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:	VALUES:
• 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.	• Goodwill Brand • Independence • People Working & Learning Together • Innovation & Growth • Integrity • Accountability • Customer Satisfaction • Environmental Responsibility

JOB TITLE: FORKLIFT DRIVER/LABORER - MARKETPLACE
(Nonexempt)

AREA: MARKETPLACE

DEPARTMENT: WHOLESALE & PROCESSING OPERATIONS

DIVISION: RETAIL OPERATIONS

PURPOSE OF POSITION:

To pick-up, move, distribute, and stage merchandise to support wholesale operations. Assists customers with their purchases.

SUPERVISION RECEIVED:

Reports directly to the Marketplace Manager; may receive direction from the Assistant Manager, Senior Lead, and Leads.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

1. Stages merchandise for the retail and wholesale auctions.

2. Stocks the retail store with clothing, wares, hard goods, shoes, furniture and other merchandise.

3. Collects all Santa Ana Store returns and disposes of their trash.

4. Fills and compacts dumpsters and makes sure that the trash is free of televisions and monitors.

5. Separates recyclables from the trash.

6. Keeps fire lanes free from obstructions.

7. Assists in training employees and program participants.

8. Assists customers in a courteous manner by delivering their merchandise promptly, as well as maintaining the necessary number of empty trash containers for their use.

9. Checks forklift to ensure that it is in proper, safe working order.

10. Receives work and safety instructions and answers questions. Communicates with management, co-workers, program participants, and the public.

11. Works overtime as required.

12. Performs other duties as required.

13. Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.

14. Acts safely at all times, following all safety rules and regulations.

15. Follows all company policies and procedures.

16. Promotes and demonstrates cooperation and teamwork. Assists and shares knowledge and information with other employees as needed.

17.   Uses good interpersonal skills such as courtesy, sensitivity, politeness, and thoughtfulness.

18.   Works with, trains, and/or acts as a good example for program participants receiving training at Goodwill.

MINIMUM JOB REQUIREMENTS:

1.   High school diploma or GED desired, but not required.

2.   Forklift certification required.

3.   Six months prior relevant experience preferred.

4.   Ability to understand and speak English well enough to receive simple working instructions, work with co-workers, communicate with customers, and answer simple questions.

5.   Ability to lift 50 pounds.

6.   Bilingual (English/Spanish) desirable, but not required.

7.   Ability to work overtime as required.

WORK DEVICES/MATERIALS/EQUIPMENT USED:

Forklift, cages, flat carts, hand truck, back brace/belt, gloves, brooms, shovels, tarps, pallets, gas air blower, and safety goggles.

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: