

**GOODWILL INDUSTRIES – KNOXVILLE, INC.
JOB DESCRIPTION**

Material Handler – JOB # NO510

DEPARTMENT: Dock

EMPLOYMENT STATUS: Full Time and Part Time/Non-Exempt/Hourly

REGULAR WORK SCHEDULE: 8:00 – 4:30 Monday-Friday

GENERAL OVERALL PURPOSE/OBJECTIVE OF POSITION: Responsible for inspecting, classifying and routing to proper departments all donations received on the loading dock.

SUPERVISION RECEIVED: Moderate: works under the direct supervision of the Production Supervisor or Production Coordinator.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure all donated goods at the Middlebrook Pike location are received, classified and routed to proper departments.
2. Assist in maintaining the safety and cleanliness of the facility by keeping the dock area and the exterior of the building clean and free from debris and clutter. Responsible for keeping aisles and fire lanes clear at all times.
3. Responsible for ensuring Production Assistants receive materials quickly and safely.
4. May assist in unloading trucks as needed.
5. May work as a truck helper when needed.
6. May work as a back-up ADC Attendant when needed.
7. Responsible for attending all required meetings and in-service trainings.
8. Responsible for working under the direct supervision of the Production Supervisor to accomplish all the departments essential duties and responsibilities, including all other duties as assigned by the Production Supervisor or Production Coordinator.

ANNUAL PERFORMANCE STANDARDS:

POINTS RANGE	STANDARD
0-50	Provides Production Dept. with properly inspected and classified goods on a daily basis. Assumes responsibility for own actions, for the department, and for production output and works towards solutions to problems as they arise. Takes initiative to complete tasks without being asked. Always takes steps to improve the organization's reputation. Willingness to work whenever/wherever needed.
0-25	Housekeeping/Safety/Clean Work Area--Maintaining a clean a safe environment for staff and participants minimizing accidents by ensuring a hazardous-free environment, maintaining a clean, organized and pleasant working environment, for everyone at the facility.
0-25	Communication/Promoting Teamwork--Ensures effective communication occurs between departments and with the Production Supervisor. Fosters goodwill and motivation with all staff and participants. Maintains a positive demeanor at all times. Open to new ideas or changes.

REQUIRED TECHNICAL SKILLS/ABILITIES: None

REQUIRED LICENSES, CERTIFICATES, REGISTRATIONS: None

MINIMUM EXPERIENCE REQUIREMENT: None

MINIMUM EDUCATION REQUIREMENT: None

ACCESS TO CONFIDENTIAL INFORMATION: None

HANDLE ORGANIZATIONAL FUNDS: None

LANGUAGE SKILLS REQUIRED: Level 1

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS REQUIRED: Level 1

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY REQUIRED: Level 1

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS: This is a **MEDIUM** position (exert up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects).

When assigned to perform duties as a Truck Helper, the position will be classified as a **HEAVY** position (exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).

AMOUNT OF TIME IN JOB

	None	Occasionally	Frequently	Constantly
Standing	___	___	___	<u> X </u>
Walking	___	___	<u> X </u>	___
Sitting	___	<u> X </u>	___	___
Using hands to feel or handle	___	___	___	<u> X </u>
Reaching with hands and arms	___	___	___	<u> X </u>
Climbing or balancing	___	<u> X </u>	___	___
Stooping, kneeling, crouching, or crawling	___	___	<u> X </u>	___
Twisting, bending, and turning	___	___	<u> X </u>	___

VISUAL REQUIREMENTS: None

ENVIRONMENTAL CONDITIONS: Work around moving mechanical parts, traffic conditions, hot and humid conditions, fumes/airborne particles, toxic/caustic chemicals, outdoor weather conditions, extreme hot/cold, risk of electrical shock, vibration.

NOISE LEVEL IN WORK ENVIRONMENT: Moderate to loud.

DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member but rather to provide a solid foundation for all staff members to become familiar with their assigned position and department. Refusal to perform assigned duties will be considered insubordination and is cause for immediate dismissal.

Reviewed 11/20; Reviewed 10/19; Revised 10/18; Reviewed 10/17; Reviewed 11/16; Revised 10/15; Revised 11/14; Reviewed 12/13; Reviewed 11/12; Revised 11/11; Revised 11/10; Revised 11/09; Revised 3/09; Reviewed 12/08; Reviewed 12/07; Reviewed 4/06