

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

**MB Production Assistant – JOB # NO511**

**DEPARTMENT:** Commercial Services

**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 assisting in the processing of previously owned clothing and materials. Determines which clothing and materials meet quality standards and can be sent to stores for re-sale. Checks quality of textiles and materials and reports problems to the Production Supervisor. Meets and exceeds production goals.

**SUPERVISION RECEIVED:** Moderate: Works under the direct supervision of the Production Supervisor, Operations Manager and/or Vice President of Commercial Services.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Ensure that all donated goods at the Middlebrook Pike Location are inspected for quality and prepped for stores.
2. Process all useable donations quickly and efficiently.
3. Assist in maintaining the safety and cleanliness of the facility by keeping the production area and the interior of the building clean and free from debris and clutter. Responsible for keeping aisles and fire lanes clear at all times.
4. Responsible for attending all required meetings and in-service trainings.
5. Responsible for working under the direct supervision of the Production Supervisor to accomplish all the department's essential duties and responsibilities, including all other duties as assigned by the Production Supervisor.

**POINTS RANGE**

**STANDARD**

0-50	Production Goals/Production Requirements--Meets or exceeds annual Production Goals. Provides GWIK Retail facilities with an abundance of quality goods that are accurately priced on a daily basis. Takes initiative to complete tasks without being asked. Willingness to make decisions and to take responsibility. Always taking steps to improve the organization's reputation. Willingness to work whenever 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	Communications/Promoting Teamwork--Ensures effective communication occurs between departments and with the Production Supervisor. Provides accurate information to staff working in the department. Fosters goodwill and motivation with all staff, extended employees 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

**ACCESS TO CONFIDENTIAL INFORMATION:** None

**HANDLE ORGANIZATIONAL FUNDS:** Not part of regular duties

**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).

**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 11/2022; Revised 12/21; Reviewed 10/21; 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; Reviewed 11/11; Revised 7/10; Revised 11/09; Revised 3/09; Reviewed 12/08; Reviewed 12/07;