Material Handler
Job Summary

POSITION SUMMARY  The Material Handler performs quality control, sorting and maintaining flow of donations through production system to assure that quality - checked merchandise is available to retail stores and other production departments. Works with, trains and may direct participants in a training setting. At some locations may assist customers with donations and perform sales associate and customer service duties.

Standards of Performance: Each is considered an essential function.

- Consistently demonstrates and incorporates principals of safety for self and others into daily activities. Attends required safety training and participates in emergency drills and exercises.
- Develops and maintains a clean, safe working environment for self and co-workers and ensures participation in Goodwill safety programs.
- Safeguards company property, including donated goods. Reports any incident of theft or unauthorized possession of company property.
- Consistently maintains acceptable level of productivity.
- Requires punctual and regular attendance. Time away from work is approved and taken in accordance with established policies.
- Performs all duties in a manner that promotes team concept and reflects Goodwill’s mission, philosophy, and core values of respect, excellence and stewardship.
- Delivers excellent customer service at all times with both external and internal customers and works with a diverse population group.
- Maintains strict confidentiality in all aspects of work.

ESSENTIAL POSITION RESPONSIBILITIES:

- Sorts and quality controls incoming materials such as clothing and household items.
- Move goods interdepartmentally using tote boxes, racks, carts, hand trucks and other material handling equipment.
- Operates a variety of equipment, such as mechanical balers, material crusher, conveyor belts, etc.
- Assists customers with donations, unloads vehicles, provides receipt.
- Assists in participant training and evaluation of participants when requested or assigned, including time cards, assignments, evaluations and time studies.
- Performs other duties as assigned that would lead to successful operation of department, team and/or mission.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the required knowledge, skill and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or equivalent.

Language Skills: Ability to effectively present information and respond to questions from employees, participants, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables; exercise judgment, resourcefulness, ingenuity and initiative.
**Other Skills and Abilities:** Technical skills include the ability to operate material handling equipment, including mechanical equipment. Ability to perform some instructing, checking or verifying of the work of others.

**Physical Requirements and Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Task</th>
<th>YES</th>
<th>NO</th>
<th>Task</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift and/or move (75+lbs)</td>
<td>☑</td>
<td>☐</td>
<td>Outdoor Weather Conditions</td>
<td>☑</td>
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<tr>
<td>Carrying (50+ lbs)</td>
<td>☑</td>
<td>☐</td>
<td>Wet, Humid (mechanical)</td>
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<td>☐</td>
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<tr>
<td>Walking</td>
<td>☑</td>
<td>☐</td>
<td>Work Near Mechanical Parts</td>
<td>☑</td>
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<tr>
<td>Standing</td>
<td>☑</td>
<td>☐</td>
<td>Fumes, Dust</td>
<td>☑</td>
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<tr>
<td>Sitting</td>
<td>☑</td>
<td>☐</td>
<td>Toxic or Caustic Chemicals – propane fuel</td>
<td>☑</td>
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<tr>
<td>Noise</td>
<td>☑</td>
<td>☐</td>
<td>Other (specify) – heavy wheeled carts, material handling equipment</td>
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<td>☐</td>
</tr>
</tbody>
</table>

**Other:** The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management may add to or change the duties of this position at any time.