

GOODWILL INDUSTRIES OF SOUTH CENTRAL CALIFORNIA

JOB DESCRIPTION

TITLE: Driver /Material Handler
DEPARTMENT: Transportation
SUPERVISOR: Material Flow Coordinator
CLASSIFICATION: Hourly/Non-Exempt
SUPERVISES: None

SCHEDULE

Goodwill Industries operates certain departments seven (7) days per week. Your supervisor will determine your schedule. Overtime may be required.

ESSENTIAL JOB FUNCTIONS

- Serve as a positive role model
- Drive truck/forklift
- Display merchandise on sales floor
- Use material handling equipment while moving merchandise
- Use helper to maximize efficiency
- Perform preventative maintenance on vehicles
- Have good knowledge of city streets
- Sort and process donated goods
- Load and unload materials to/from trucks and/or trailers and/or store
- Complete documentation daily as needed
- Able to work required hours to complete duties
- Maintain good attendance
- Read maps efficiently
- Have good sense of direction

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

1. Responsible to work with disabled/disadvantaged individuals and demonstrate positive, appropriate work behaviors by serving as a role model.
2. Responsible to follow safety policies and procedures and assist in ensuring safe working conditions at all times.
3. Responsible to drive truck and to move merchandise between facilities and attended donation centers.
4. Responsible to drive forklift when needed to move merchandise in a safe and efficient manner.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES (CONT.)

5. Responsible to perform preventative maintenance on trucks/forklift and material handling equipment as needed. (i.e.; oil, brake fluid, etc.)
6. Responsible to sort and process donated goods as directed by store management staff.
7. Responsible to clean and maintain processing areas, trucks and attended donation stations. Also, assist Store Managers as requested.
8. Responsible to drive truck on route and pick up materials according to schedule.
9. Responsible to load and unload truck, handling merchandise using proper techniques and equipment without damaging the goods.
10. Responsible to work with and direct helper to maximize production efficiency.
11. Responsible to secure materials in truck to prevent shifting and damage during transportation.
12. Responsible to use good judgment and tact when deciding to accept or reject donations offered.
12. Responsible for keeping trucks and forklifts clean.
13. Responsible to complete all reports and documentation accurately and on time.
14. Responsible to display merchandise on sales floor, assist with selling goods to the public and provide all necessary customer service while projecting a positive image during public contact.
15. Responsible to perform housekeeping duties. These duties include but are not limited to: cleaning and straightening the warehouse and production areas by sweeping, mopping, washing and/or dusting as needed.
16. Responsible to follow Loss Prevention policies and procedures and to comply with Loss Prevention audits.
17. Responsible to attend meetings and training sessions as required.
18. Responsible for other duties as assigned.

PHYSICAL REQUIREMENTS

- | | | | |
|-------------|--------------------|-----------|----------------|
| - Mobility | - Handling | - Talking | - Hearing |
| - Stooping | - Reaching | - Pulling | - Seeing |
| - Balancing | - Carrying | - Pushing | - Lifting |
| - Crouching | - Finger Dexterity | | (Up to 50 lbs) |

MINIMUM QUALIFICATIONS

Able to read and write. Able to communicate effectively both orally and in writing. Have appropriate California Driver License for the position and a Department of Motor Vehicle Record with no major violations or suspensions for violations such as convictions for DUI, reckless driving, or related serious violations. Demonstrable ability to drive large trucks and forklifts. Ability to deal with the public, demonstrating appropriate public relations behavior as a company representative. Must be able to follow procedures and be willing to accept direction. Have the ability to work in an environment that is occasionally hectic with occasional high stress; or an equivalent combination of training, ability and experience.

SIGNATURES

Employee

Date

Supervisor

Date