

## **JOB DESCRIPTION**

Job Title: Attendant

Department: 5035-Attended Donation Center

DOT Code: 929.687-030

### **Job Relationships**

**Supervised by:** Material Donations Director

**Supervises:** No one

**Hours of Work:** Full Time (up to 40 per week); Part Time (up to 30 per week). Flexible schedule and holidays.

**Position Summary:** To ensure that all material donations given by the donor are received in a friendly and courteous manner and then prepared and sorted before being sent into the main facility.

### **Duties & Responsibilities:**

- 1) Opens center at scheduled times and set up center to receive donors.
- 2) Ensures area around the center has a clean and well-maintained appearance.
- 3) Move large items under trailer, as required by the service driver.
- 4) Receives donations from donor in a friendly and courteous manner.
- 5) Complete accurate Donor Count and Time Sheets (including inspections) and Donor receipts.
- 6) Inform donors of items Goodwill is unable to accept according to the Attendants Operation Manual.
- 7) Sorts donations in trailer as instructed in the Attendants Operation Manual or by the Material Donation's Director.
- 8) Abides by company policies and procedures set forth in the Employee Handbook and the Attendants Operating Manual.
- 9) May have to work at various locations and at various hours and days.

### **Education & Experience:**

- 1) Basic reading, writing and math skills and follow verbal and written instructions.
- 2) Friendly, courteous attitude.
- 3) Able to get transportation to center. Responsibility attitude for center, donated items, and punctual openings and closing.

### **Physical Requirements/Working Conditions:**

- 1) Ability to lift up to 35 lbs. 50 pounds occasionally.
- 2) Must be able to climb up and down stairways provided for each ADC.
- 3) Must be able to bend, stoop, squat and twist.

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Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. Goodwill Industries does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.