

JOB DESCRIPTION

Job Title: Clerk
Department: Retail
DOT Code: 290.439-014

Job Relationships

Supervised by: Retail Store Manager and Keyholders

Supervises: No one

Hours of Work: Full Time (40 per week); Part Time (20 per week)

Position Summary: To ensure that the store is fully stocked with sellable merchandise and their assigned section is always neat, clean, and organized so the appearance is always appealing to the Goodwill customer.

Duties & Responsibilities:

- 1) Assigned a specific or secondary area of responsibility for stocking, rotating, counting, and displaying merchandise.
- 2) Sizes, colorizes clothing and/or organizes hard goods by categories.
- 3) Unloads store shipment deliveries and loads store return merchandise according to the shipment and rotation schedules.
- 4) Maintains cleanliness and general housekeeping of assigned area or areas as directed by store management.
- 5) Notifies store management of any situation or conditions that may be harmful or could diminish the image of the Goodwill operation.
- 6) Abides by the store policies and procedures such as, but not limited to being on time, following assigned schedules and coming to work in dress code.
- 7) To be courteous to the customers, answer questions and assist whenever.
- 8) Demonstrates Goodwill ethics and values.
- 9) Performs other duties as assigned by store management.

Education & Experience:

- 1) Some experience in meeting and assisting the public.
- 2) Friendly, personable and good verbal skills

Physical Requirements/Working Conditions:

- 1) Ability to lift up to 35 lbs.
- 2) Must be able to reach, bend, stoop, walk, and twist frequently.
- 3) Ability to stand for at least 8 hours at a time.

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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.