

## **JOB DESCRIPTION**

Job Title: Lead Attendant

Department: 5036-Drive-Thru Donation Centers

DOT Code: 929.687-030

### **Job Relationships**

**Supervised by:** Material Donation Director

**Supervises:** Attendants

**Hours of Work:** Full Time (Up to 40 hours per week), Flexible schedule and holidays.

**Position Summary:** To assist the Material Donations Director in training new attendants at the donation drive-thru centers.

### **Duties & Responsibilities:**

- 1) Open and/or closes the donation center at its scheduled time.
- 2) Ensures the donation center is clean and has a well maintained interior/exterior appearance.
- 3) Performs all duties as set forth for attendants.
- 4) Train, monitor and assist attendants as needed.
- 5) Assist with performance evaluations.
- 6) Check and monitors donations center donor count and time sheets.
- 7) Monitors all activity at the center and reports any accidents and incidents.
- 8) Ensures all safety practices are followed according to attendants operating manual and safety training sessions.

### **Education & Experience:**

- 1) Ability to read and write legibly.
- 2) Six months supervisory experience preferred.
- 3) Verifiable work history.
- 4) Friendly and courteous attitude.

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

- 1) Must be able to reach, bend, stoop and twist frequently.
- 2) Ability to lift 35 pounds, 50 pounds occasionally.
- 3) Must be able to climb up and down stairways provided for each ADC.
- 4) Ability to stand for 4 hours at a time.

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.