



MARION GOODWILL INDUSTRIES, INC.
Job Description

Job Title: Donation Attendant
Classification: Regular
Reports To: Management Team
FLSA Status: Non-Exempt
Supervises: N/A
Revised Date: 12/2012

Mission Statement

To assist individuals with disabilities and other special needs to attain self-sufficiency through employment and training, thus enabling them to reach their maximum potential within the community.

Job Objective

This position is responsible for unloading and organizing donations; carry out the Marion Goodwill Industries, Inc. mission statement.

Essential Job Functions

Receive donated goods from donors.

Assist donors with unloading cars & carrying donations.

Provide receipts to donors

Collect and bag/box all donations brought in.

Maintain accurate donation records of total donors on a daily and weekly basis

Organize donations as they are brought in, utilizing space available

Assist with processing merchandise.

Maintain a professional and courteous image while dealing with the public.

Assist other attendants in keeping area neat and clean at all times.

Assist truck drivers, to the best of their ability, when loading donations.

Demonstrate consistent positive behavior with all internal and external customers and professionally communicate donation policies and procedures.

Demonstrate effective communication skills and ensure that correct information is communicated only to the appropriate person.

Attend trainings/meetings as scheduled.

Responsible for maintaining a safe working environment by being aware of company safety policies and procedures and reporting any accidents/incidents and unsafe conditions to supervisor. Assist with completing appropriate reports.

Is aware of and follows all company policies and procedures as outlined in the Employee Handbook and ongoing training.

Work as scheduled, being flexible when needed.

Maintain confidentiality; ensures correct information goes only to the appropriate person(s).

Follow all safety policies and procedures.

Appropriately dressed in accordance with employee dress code.

Perform other related duties as assigned.

Critical Skills

High school graduate or GED preferred; desire to work with rehabilitation consumers, employees and the public; team oriented; be able to stand for long periods of time, stoop, squat, bend and twist, lift up to 70 lbs. in a safe manner or obtain a safe method of doing so, appropriate grooming and dressing. Able to pass alcohol/drug screening.

Job Location

Assigned location. Some travel to other stores.

Equipment

Material handling equipment, bags, donation slips, pallet jack, forklift (when certified by the agency), other needed supplies.

Employee Signature _____ Date _____

The signature above verifies that the employee has read and understood the job description.