



MARION GOODWILL INDUSTRIES, INC. Job Description

Job Title: Merchandise Processor
Classification: Regular
Reports To: Store 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

To assist Store Manager and management team in sorting and preparing merchandise for sale on the retail floor; carry out the Marion Goodwill Industries, Inc. Mission Statement.

Essential Job Functions

Prepare merchandise for shipment to appropriate departments/locations; assists in stock rotation and maintaining racks in an organized and presentable manner.

Meet or exceed hourly production goals ensuring daily goals are met.

Assist in duties related to maintenance & cleanliness; performs general activities as assigned.

Responsible for continually organizing and cleaning assigned work area (5 minute drill).

Restock needed supplies

Assume responsibility to work periodically without supervision.

Maintain a positive, team-oriented relationship with peers & supervisors.

Demonstrate consistent, positive behavior with all internal and external customers.

Demonstrate effective communication skills, ensuring correct information goes only to the appropriate person.

Attend trainings/meetings as scheduled.

Report any accidents/incidents and unsafe conditions to the store manager(s) and assists with completing appropriate reports

Always works following safety regulations and procedures.

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.

Present positive public image for the betterment of the organization.

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

Perform other related duties as assigned.

Appropriately dressed in accordance with the employee dress code.

Critical Skills

High school graduate or GED preferred; some work experience preferred; desire to work with rehabilitation clients, employees and the public; team oriented; appropriate grooming and dressing; be able to stand for long periods of time, stoop, squat, bend and twist; lift up to 50 pounds in a safe manner or obtain a safe method of doing so; able to pass alcohol/drug screening.

Job Location

Assigned location; some travel to other stores/main building.

Equipment

Sorting; tagging supplies; pallet jack; forklift (when licensed by Agency)

Employee Signature _____ Date _____

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