

Processor

Non-Exempt: Part-time \$8.50/HR

Full-time \$9/HR

Essential Job Functions:

- Responsible for sorting and evaluating all miscellaneous items. Process items based on recognition of the materials such as plastic, wood, ceramics, and glass. Possess or attain an understanding of specific categories of desirability and value.
- Provide excellent customer service to both external and internal customers.
- Quota driven environment: Must consistently meet Quotas to retain employment:
 - Textile quota – Minimum of 600 pieces per processor per shift
 - Hard-line quota – Minimum of 8 bins per processor per shift
- Receive items from staging area while maintaining a clean and orderly workstation.
- Make visual survey to determine (a) type of wares: quality of goods, (b) possible safety hazard and, (c) any offensive odors.
- Become familiar and follow the Goodwill Industries Guidelines.
- Sort and place in separate containers items by category as described in Guidelines.
- Recognize and set aside items that may be collectable or that may have a higher than usual value.
- Handle merchandise to insure minimal damage. Do not mix items that will result in damage. Packing wares in appropriate manner for store shipment.
- Set aside seasonal items (Christmas, Halloween, etc.) for warehouse storage.
- Ensure that hazardous items (jagged/broken glass, hypodermic needles, etc.) are properly discarded.
- Always maintain good personal hygiene and appearance.
- Other duties as assigned.

Abilities

- Lift/carry awkward materials up to 40 pounds.

Education/Experience

- High School diploma or GED preferred.