

Donation Attendant

Non-Exempt Part-time \$9/HR

Full-time \$9/HR

Essential Job Functions

- Cheerfully and courteously greet customers and donors.
- Receive, verify, and distribute donation receipts.
- Provide excellent customer service to both external and internal customers.
- Cheerfully greet all customers and donors.
- Present friendly, cooperative attitude to public.
- Help customers unload donations from their vehicle
- Maintain a clean and safe work environment.
- To minimize damage to goods, take care to load and unload truck in a safe and careful manner.
- Unload all goods from Goodwill truck at donation site. Store all goods in an orderly manner in areas designated by Director of Retail or General Manager
- Report all incidents or accidents as soon as possible to supervisor.
- Maintain good personal hygiene and personal appearance.
- Safely and efficiently use manual pallet jacks or stacking carts to transport
- Follow proper procedures for cardboard and waste disposal, safely using equipment such as balers and compactors.
- Understand the safety requirements for your job and follow agency's Safety Policies, Rules and Regulations.
- Adhere to all Goodwill policies and procedures.
- Perform other duties or tasks as assigned by supervisor.

Abilities:

- Excellent customer service skills.
- Lift and carry 50 pounds.

Education/Experience

- High School diploma or GED preferred