

Transportation Helper

Non-Exempt Part-time: \$10/HR

Essential Job Functions

- Provide our clients with regularly scheduled shredding services.
- Always maintain professional appearance and excellent client relationships.
- Maintain security of materials and content of information.
- Receive donations from the public, verify and distribute donation receipts to every donor.
- Help load/unload truck in a safe and careful manner.
- Unload all goods from truck at the plant. Store all goods in an orderly manner at designated areas in the backyard or in the warehouse.
- Report any and all incidents or accidents as soon as possible to supervisor.
- Assist driver in completing appropriate driving/delivery documentation.
- Maintain communication with the dispatch personnel.
- Demonstrate good work habits and adhere to company policies and rules.
- Understanding the company's "zero tolerance" for policy or chain of custody violations.
- Provide excellent customer service to both external and internal customers.
- Other duties as assigned.

Abilities:

- Professional appearance and attitude as you proudly represent Goodwill's commitment to fast, friendly service.
- Able to lift 50 pounds.

Education/Experience

- High school diploma or GED preferred.