

Salvage Supervisor

Non-Exempt Full-Time: \$12/HR

Essential Job Functions:

- Sort and segregate product from distributor efficiently and accurately by aisle or section onto pallets or carts for safe transport to sales floor.
- Safely and efficiently use manual pallet jacks or stacking carts to transport product to the sales floor.
- Safely, efficiently, and accurately stage product in proper sales area location throughout the store.
- Assist with removal of pallets, overwrites, cardboard, trash from the sales floor and returning to proper location or disposal point in the warehouse.
- Responsible for general housekeeping of assigned areas.
- Follow proper procedures for cardboard and waste disposal, safely using equipment such as balers and compactors.
- Assist with pulling stock for shelf display replenishment from overwrites area or other areas of the warehouse when required.
- Responsible for general housekeeping of assigned areas.
- Provide outstanding Customer Service to internal and external customers.
- Assist with snow removal, as necessary.
- May be required to obtain forklift and /or electric pallet truck certification to fill in for other positions when necessary.
- Perform other duties as assigned by supervisor.

Supervisory Responsibilities: Assist and supervise donation attendants with making visual survey to determine:

- Type of wares: quality of goods.
- Possible safety hazard and any offensive odors.
- Assist with security and safety of company employees, property, and assets.
- Work closely and in frequent communication with all General Store Manager and the Operations Team Leaders at their locations.
- Keep production equipment in proper working order. Notify Director of Operations promptly of any defects.
- Ensure that all financial paperwork including, but not limited to, donation logs, inventories, and other assigned work is properly completed and in a timely manner.
- Enforce safety and security policies and procedures.
- Observe and report verbally and in writing to General Store Manager any suspicious activity which includes but not limited to, possible theft issues and employee relations issues from staff.
- Responsible for all documentation such as: Donation log, Incident reports and Absentee reports.
- Maintain good housekeeping, keeping walkways and aisles always clear of hazards, inspecting on an hourly basis. Ensure that all workstations and entire donation areas are clean and organized for the next day. Ensure that all supplies necessary are at the workstations to ensure efficiency.
- Adhere to all Goodwill policies, procedures, and regulations.

Abilities

- Lift/carry up to 50 pounds.
- Push/pull up to 1,000 pounds on wheels.

Education/Experience

- High school diploma or GED.
- Material handling experience.