

JOB DESCRIPTION DRIVER CLASS C/MATERIAL HANDLER

MISSION:

Goodwill's mission is to provide work opportunities and skills development to people with barriers to employment.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

STRATEGIC VISION:

Every person in Kern, Kings and southern Tulare counties has the opportunity to achieve his/her fullest potential through the power of work.

VALUES:

- Accountability
- Integrity
- Dignity
- Diversity
- Entrepreneurial Spirit
- Excellence
- Opportunity
- Responsibility

DEPARTMENT: Retail Services Department

PURPOSE OF POSITION: Transportation of donated goods between facilities and Attended Donation Centers.

SUPERVISION RECEIVED: Retail Management Staff

CLASSIFICATION: Non-Exempt

DUTIES AND RESPONSIBILITIES: (Position may perform some or all of the duties described below):

1. Drive truck and move merchandise between facilities and attended donation centers.
2. Drive forklift when needed to move merchandise in a safe and efficient manner.
3. Perform preventative maintenance on trucks/forklift and material handling equipment as needed. (i.e.; oil, brake fluid, etc.).
4. Clean and maintain processing areas, trucks and attended donation stations. Also, assist Store Managers as requested.
5. Drive truck on route and pick up materials according to schedule.
6. Load and unload truck, handling merchandise using proper techniques and equipment without damaging the goods.
7. Work with and direct helper to maximize production efficiency.
8. Secure materials in truck to prevent shifting and damage during transportation.
9. Use good judgment and tact when deciding to accept or reject donations offered.
10. Responsible for keeping trucks and forklifts clean.
11. Maintain a high level of confidentiality.
12. Attends meetings and training sessions as required.
13. Reports and documents safety hazards, potentially hazardous conditions, and unsafe practices and procedures.
14. Display merchandise on sales floor, assist with selling goods to the public and provide all necessary customer service while projecting a positive image during public contact.
15. Perform housekeeping duties. These duties include but are not limited to: cleaning and straightening the warehouse and production areas by sweeping, mopping, washing and/or dusting as needed.
16. Responsible for other duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. High School Diploma or GED preferred.
2. Valid California Driver's License preferred, liability insurance, and a DMV record acceptable to Goodwill's insurance company

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing			X	
2. Bending			X	
3. Carrying				X
4. Climbing			X	
5. Crawling	X			
6. Crouching		X		
7. Feeling				X
8. Fingering/Fine Dexterity		X		
9. Flexing Wrist				X
10. Grasping/Squeezing				X
11. Handling/Gross Dexterity				X
12. Hearing			X	
13. Kneeling		X		
14. Lifting				X
15. Pulling				X
16. Pushing				X
17. Reaching – Above Shoulder			X	
18. Reaching – Shoulder & Below			X	
19. Reclining	X			
20. Sitting			X	
21. Standing			X	
22. Stooping		X		
23. Talking			X	
24. Tasting/Smelling	X			
25. Throwing		X		
26. Turning Body				X
27. Twisting Body				X
28. Walking				X
29. Near Vision				X
30. Midrange Vision				X
31. Far Vision				X
32. Depth Perception				X
33. Visual Accommodation				X
34. Color Vision			X	
35. Field of Vision/Peripheral				X

LIFTING AND CARRYING REQUIREMENTS/DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	(Administrative/Clerical) Class 1 Light Activity	Lift/Carrying Minimum 30 LBS		
	MEDIUM (Moderate Physical Activity)		Lift/ Carrying Minimum 50 LBS	
x	HEAVY (Heavy Physical Labor)			Lift/Carrying Minimum 70 LBS

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors		x		
Outdoors				x
Dust				x
Electric Shock	x			
Explosive	x			
Exposure to Weather			x	
Extreme Cold			x	
Extreme Heat			x	
Fumes/Gases			x	
High Exposed Places			x	
Loud Noises			x	
Mist		x		
Moving Mechanical Parts				x
Odors			x	
Poor Ventilation	x			
Radiant Energy	x			
Toxic/Caustic Chemicals		x		
Vibration		x		
Wet/Humidity		x		

NAME:	
SIGNATURE:	DATE: