

**GOODWILL INDUSTRIES OF WAYNE & HOLMES COUNTIES, INC.**  
**524 Palmer Street**  
**WOOSTER, OH 44691**

**POSITION DESCRIPTION**

**TITLE OF POSITION:** Part Time Store Clerk/Processor

**IMMEDIATE SUPERVISOR:** Store Manager

**DATE:** 10/31/2017

**STATUS:** Non Exempt

**FUNCTION:** Receive and process customer donations, maintain store stock, keep records and operate cash register

**ESSENTIAL FUNCTIONS**

1. Must be able to learn and retain instructions, follow established general organization policies and procedures.
2. Must be able to work periodically without supervision in a safe and efficient manner.
3. Must be able to stand for 2-3 hours.
4. As part of the daily routine:
  - a. Must be able to lift boxes, bags, garments (donations) of up to 30 lbs. from floor to chest height
  - b. Must be able to stoop, squat, bend, twist and hang merchandise head high or above
5. Must be able to lift boxes, bags, of up to 30 lbs. from floor to chest height
6. Greets donors, receives and processes donations which includes sorting, tagging, testing, cleaning and preparing all materials for sale in the stores.
7. Itemizes purchases on cash register, reviews price sheets for changes, handles cash and makes change, clears register and completes cash count and reconciliation sheets.
8. Transfers store shipments to appropriate departments, assists in stock rotation and maintains racks, shelves, and other displays in a presentable manner.
9. Assists in maintaining a clean store, such as; cleaning restrooms, shelves, dusting, vacuuming floors, cleaning windows and mirrors, etc.
10. Must attend mandatory training functions and store informational meetings.
11. Assists donors and truck drivers in loading and unloading donations.
12. Must be able to meet production goals.
13. Performs any other duties as assigned by the Store Manager, Assistant Manager, Shift Supervisor, and Donated Goods Director.

**REGULAR DUTIES**

1. Maintains a good working relationship and provide excellent customer service to all consumers, staff, customers and supervisors
2. Has respect for the feelings of others, is courteous and possesses the ability to build effective internal and external relationships
3. Complies with all established work rules, policies, procedures and safety rules
4. Represents the organization in a professional and courteous manner

**POSITION REQUIREMENTS:**

Positions Supervised: None

Education: High School diploma or GED preferred  
Must be able to read, write, add, subtract, multiply & divide

Experience: Some experience in retail operations preferred

Certifications: None

Other Requirements: Subject to random drug and alcohol testing.

Required Training:

Customer Service, Harassment, Diversity, Orientation, Drug and Alcohol,  
Hazardous Material, Loss Prevention, Workplace Violence, Retail

Signed by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Duxan Groman Date 10/31/17

Approved by Jay Delany Date 11/3/17  
President

Reviewed no changes 10/13/2014, reviewed and made changes 9/28/2015, reviewed with changes 10/31/2016, reviewed with changes 10/31/17