



JOB DESCRIPTION

JOB TITLE: **Donation Product Sorter**

REPORTS TO: Production Manager

ESSENTIAL JOB DUTIES AND REQUIREMENTS:

- Assist with opening and closing procedures.
- Sign in and out via computer or personal phone for the start of the day, lunch and end of the day.
- Move, sort, clean, and prepare merchandise.
- Inspect merchandise for quality, damage, condition, and salability.
- Price merchandise according to best practices.
- Maintain efficient output standards meeting KPIs.
- Maintain a safe working environment and do not place yourself or others at risk.
- Maintain a clean, safe, and organized work area.
- Regular, punctual and predictable attendance at work is required.
- Avoid last minute call offs and “no shows”.
- Report suspicious activity to management immediately.

SUPERVISORY RESPONSIBILITIES

None

HOURS OF WORK

40 hours per week. Work hours will be fixed per the demands of the department. Regular attendance, punctuality and diligent work performance are expected and required. Attendance and participation at staff meetings, trainings and seminars is expected. Non-Exempt.

QUALIFICATIONS

The employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the employee in those areas where appropriate.

- Eligible to work in the United States.
- Ability to work independently without supervision while maintaining a high level of organization.
- Ability to embrace and implement communication best practices.
- Ability to ask for peer assistance in valuations.
- Ability to operate and use all equipment necessary to do the job.
- Ability to be flexible and available for temporary or permanent assignment to an Alpha store and/or transfer to another position as required by management.
- Ability to work varied hours/days and overtime as business dictates.
- Ability to safeguard confidential information obtained during employment.
- Ability to work both individually and as a team member and prioritize key items.

August 23, 2021

- Must be able to interact in a positive manner with people of diverse cultural, educational, mental and physical abilities.

EDUCATION and/or EXPERIENCE

High School Diploma or a combination of education and experience demonstrating ability to perform essential duties is required. Minimum of one year experience in retail.

LANGUAGE SKILLS

The ability to read, write and speak English clearly is mandatory. Ability to read and speak Spanish is desirable but not required. The ability to communicate information to other employees, customers and donors as well as management in a clear and concise manner is essential.

REASONING ABILITY

Employee is able to apply common sense understanding to carry out instructions, either written, oral, or diagram form. Must possess the ability to deal with problems involving several variables in any standardized situation. Must be able to prioritize tasks and activities in a manner consistent with direction from supervisor.

PHYSICAL DEMANDS

The employee is regularly required to continuously stand, walk, sit, talk, and hear. Employee must be able to bend, squat, climb stairs, and safely lift and/or move up to 50 lbs. unassisted. The employee frequently is required to use hands to handle or feel merchandise, equipment, paper, or files. The employee must be able to operate all office equipment, including a computer keyboard as well as see a computer monitor display screen. The employee is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, enter data into a computer, adequate hearing and verbal communication skills to conduct conversations (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT

The work environment would be generally described as an indoor processing facility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud and the illumination of the work area is primarily with both fluorescent artificial lighting as well as some natural lighting.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties to meet the ongoing needs of the organization.

Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.

EMPLOYEE PRINT NAME _____ SIGNATURE _____ DATE _____

MANAGER PRINT NAME _____ SIGNATURE _____ DATE _____