

WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370
(209) 533-0510
www.watchresources.org

JOB DESCRIPTION

Position Title: Warehouse Worker

Classification: Non-Exempt, Part Time

Reports to: Store Manager

Grade: 1

Supervises: None

Purpose:

Courteously and effectively perform the day-to-day back room operations of the Good Stuff store.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Included but not limited to the following:

1. Provide excellent courteous and friendly customer service to donors, customers and co-workers.
2. Receive and process donations. Ensure that donors leave feeling that their donations are appreciated.
3. Courteously turn down donations that do not meet store requirements.
4. Maintain an orderly and safe warehouse.
5. Oversee security procedures for merchandise.
6. Ensure a safe and secure environment for customers, staff and program participants.
7. Assist Retail staff to ensure store is maintained and merchandise is presented in an above-average appearance.
8. Minor facility and merchandise maintenance.

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9. Ability to work flexible hours. Scheduled work hours will be determined by the Store Manager and the needs of Good Stuff.

10. Use company vehicles to pick-up donations.

Attend staff meetings, educational training's, and other job-related meetings as requested.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. and to the mission of Good Stuff. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

A. Education and/or Experience:

1. High school diploma or GED required.

B. Working Knowledge of:

1. Courteous and friendly customer service

2. Disabilities and related characteristics of individuals, served by the agency, to deal positively and creatively with intellectually disabled adults preferred.

3. Effective interpersonal communication skills.

4. Knowledge of pricing and identification of merchandise sold in the store.

C. Language Skills:

1. Ability to communicate verbally and in writing.

2. Effectively be able to present information and respond to questions from volunteers, customers, co-workers, program participants, and the general public.

D. Reasoning Abilities:

1. Ability to communicate effectively, establish and maintain professional, cooperative relationships with co-workers, area resale businesses, and related community agencies that promote local business opportunities and growth.

2. Interpret and follow a variety of instructions provided verbally, written in diagram or schedule form.

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3. Ability to solve practical problems and use available resources.
4. Ability to make effective and timely decisions.
5. Ability to work with instructional staff and adults with intellectual disabilities.

E. Certificates, Licenses, Registrations:

1. Possession of a valid California Motor Vehicle Operators License and a clear driving record, determined by a Department of Motor Vehicles record.
2. Health screening including a drug and alcohol screening and TB test performed by a physician verifying ability to complete job duties and confirming the absence of contagious disease.
3. Department of Justice and Federal Bureau of Investigation criminal record clearance.
4. Possession of or the ability to acquire a Red Cross First Aid and CPR Certificate.

Physical Demands and Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Constantly (over 66%) Standing, walking, crawling, bending over, reaching overhead, balancing, pushing/pulling, repetitive hand use, firm grasping

Frequently (34-66%) lifting 20-over 50#, skin/hands in water, exposure to chemicals.

Occasionally (1%-33%) sitting, and utilizing foot controls.

Hazards, Working Conditions, Equipment Used:

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Dust, Gas, Fumes, Hazardous Materials, Marked Changes in Temperature

Equipment Used:

- Driving Vehicles/Equipment
 - i. Must be able to drive to and attend events and meetings.

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- Operating Equipment/Machinery
Computer, Fax Machine, Calculator, Printer/Copier, Telephone
- Personal Protective Equipment (PPE)
 - i. Safety Equipment - *ear plugs, goggles, etc*
 - ii. Equipment specific to job contracts and class activities - *landscape equipment, sewing machine, janitorial equipment, etc.*

Regarding Use of Senses: Color Vision Impairment Acceptable, Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required.

I have read and understand the job description of the Warehouse Worker and I am able to perform the Essential Functions of this job. I have received a copy of the Warehouse Worker Job Description.

Employee

Date