# GOODWILL INDUSTRIES – KNOXVILLE, INC. JOB DESCRIPTION

MB Baler Operator - JOB # NO525

DEPARTMENT: Retail/Production

EMPLOYMENT STATUS: Full Time/Non-Exempt/Hourly

REGULAR WORK SCHEDULE: 8:00 – 4:30 Monday-Friday with occasional Saturdays.

GENERAL OVERALL PURPOSE/OBJECTIVE OF POSITION: Responsible for ensuring all salvage textiles are processed through the balers in a timely manner.

SUPERVISION RECEIVED: Moderate: works under the direct supervision of the Production Supervisor and/or the Production Coordinator.

SUPERVISION EXERCISED: None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for duties as a Baler Operator:
  - a. Ensuring all bale goals are met daily.
  - b. Ensuring bale returned from stores is processed timely and efficiently.
  - c. Ensuring that bale is kept flowing from the grading area to free up bins.
  - d. Report any issues with balers to supervisor immediately.
  - e. Ensure there is proper stock of baling supplies at all times. Let supervisor know when an order is needed.
  - f. Ensure all safety rules and regulations are met when operating the baler.
  - g. Keep area to sprinklers clear at all times.
  - h. Keep non-trained personnel away from baling area at all times.
  - i. Ensure non-bale items found are routed to correct departments.

#### 2. Responsible for Dock duties:

- a) Ensure all donated goods at the Middlebrook Pike location are received, inspected, classified and routed to proper departments.
- b) Process all useable donations quickly and efficiently.
- c) May need to help unload trucks quickly and efficiently.
- d) Help clean the dock area and outside the building to ensure safety.
- e) Track progress towards goals and objectives.
- f) Responsible for attending all required meetings and in-service trainings.
- g) Responsible for working under the direct supervision of the Production Supervisor to accomplish all the departments essential duties and responsibilities, including all other duties as assigned by the Production Supervisor or Supervisor in charge.

# **ANNUAL PERFORMANCE STANDARDS:**

POINTS RANGE	STANDARD
0-40	Housekeeping/Safety/Clean Work Area/Baler OperationsMaintaining a clean and safe environment for staff and Participants minimizing accidents by ensuring a hazardous-free environment, maintaining a clean, organized and pleasant working environment, for everyone at the facility. Ability to operate baler safely and efficiently. Works in coordination with the forklift driver and Production Supervisor to meet all goals. Able to be flexible and to determine appropriate priorities
0-30	Baler Goals/RequirementsMeets or exceeds annual Baling Goals. Ensure grading is kept clear of bale on a regular basis. Completes all paperwork and other assignments as required by this job description in a timely manner and without errors as per GWIK and CARF requirements. Takes initiative to complete tasks without being asked. Willingness to make decisions and to take responsibility. Always taking steps to improve the organization's reputation. Willingness to work whenever needed.
0-30	Communications/Promoting TeamworkEnsures effective communication occurs between departments and with the Team Lead. Provides accurate information to staff working in the department. Assists Production Supervisor in communicating information to staff. Fosters goodwill and motivation with all staff, extended employees and Participants. Maintains a positive demeanor at all times. Open to new ideas or changes. Ability to develop solutions for problems that arise and take appropriate action, as needed.

REQUIRED TECHNICAL SKILLS/ABILITIES: Prior experience in operating machinery preferred. Prior experience working with people with disabilities and/or other disadvantages is preferred.

REQUIRED LICENSES, CERTIFICATES, REGISTRATIONS: None MINIMUM EXPERIENCE REQUIREMENT: None

MINIMUM EDUCATION REQUIREMENTS: None

ACCESS TO CONFIDENTIAL INFORMATION:	None				
HANDLE ORGANIZATIONAL FUNDS:	Not part of regular duties				
LANGUAGE SKILLS REQUIRED: Level 1 Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences					
MATHEMATICAL SKILLS REQUIRED: Level 1					

#### MATHEMATICAL SKILLS REQUIRED: Level 1

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

# **REASONING ABILITY REQUIRED: Level 1**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS: This is a MEDIUM position (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects).

## **AMOUNT OF TIME IN JOB**

	None	Occasionally Frequently Constantly		
Standing				X_
Walking			<u>X</u>	
Sitting	X			
Using hands to feel or handle				X_
Reaching with hands and arms				X_
Climbing or balancing		X_		
Stooping, kneeling, crouching, or crawling			X	
Twisting, bending, and turning				<u>_X_</u> _

VISUAL REQUIREMENTS: None

ENVIRONMENTAL CONDITIONS: Work around moving mechanical parts, traffic conditions, hot and humid conditions, fumes/airborne particles, toxic/caustic chemicals, outdoor weather conditions, extreme hot/cold, risk of electrical shock, vibration.

NOISE LEVEL IN WORK ENVIRONMENT: Moderate to loud.

DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties or

responsibilities that are required of the staff member but rather to provide a solid foundation for all staff members to become familiar with their assigned position and department. Refusal to perform assigned

duties will be considered insubordination and is cause for immediate dismissal.

Reviewed 11/20; Reviewed 10/19; Initial 11/18