

Position Title: Sorter
Department: Commercial Services
Status: Part Time/Non-exempt
Reports to: Logistics Supervisor

Position summary: The sorter is responsible for sorting and production of donations.

Essential functions:

- Consistently meet or exceed production quotas as determined by management.
- Use sound judgment in sorting/producing donations; ensure items of value are not discarded during process.
- Utilize material handling equipment to move gaylords and barrels as necessary.
- Maintain records of store operations; complete all reports and information requested by management in a timely fashion, with a high degree of accuracy.
- Maintain store buildings and grounds in a clean, neat and safe condition; report need for maintenance and repairs. Sweep and dust floor daily.
- Adhere to all company personnel policies and procedures.
- Promote positive teamwork among co-workers.
- Maintain regular and reliable attendance and punctuality.
- Attend safety trainings and follow all safety procedures and protocols to ensure a safe and supervised work environment for all employees at all times.
- Responsible for other duties as may be assigned.
- Maintain open communication with supervisors, team leaders and material handlers regarding production status (i.e. down time, material shortage, etc.).
- Maintain a good attendance record.
- Maintain work area, including sweeping, emptying garbage, etc.

Qualifications and required skills:

- Ensures proper use of Personal Protective Equipment when required.
- Ability to use physical exertion such as prolonged periods of standing, walking, recurring bending, reaching and climbing; ability to lift up to 25 lbs. consistently.

Education and experience:

- High school diploma or GED preferred.