

GOODWILL INDUSTRIES OF SOUTH TEXAS, INC.

JOB VACANCY ANNOUNCEMENTS January 8, 2019

Applications available on our website: www.goodwillsouthtexas.com

* PLEASE ENTER JOB TITLE & LOCATION ON APPLICATION *

CORPUS CHRISTI LOCATIONS:

ANNAVILLE STORE, 10522 LEOPARD:

- DONATION ATTENDANT II-(ADC II)-(PART-TIME)
- SALES ASSOCIATE-(PART-TIME)

CENTRAL LOCATION:

- CREW LEADER LOGISTICS- (FULL- TIME)
- DONATION ATTENDANT I-(ADC I)-(PART-TIME)

CORPORATE OFFICE, 2961 S. PORT

- ACCOUNTING ASSISTANT (FULL -TIME)
- INFORMATION TECHNOLOGY SPECIALIST-(FULL-TIME)

DISTRIBUTION CENTER, 4930 OLD BROWNSVILLE RD:

- SALVAGE OPERATOR-(PART-TIME)
- TRUCK DRIVER I -(FULL- TIME)
- TRUCK DRIVER II-(FULL-TIME)

FLOUR BLUFF STORE, 10209 SPID:

- CREW LEADER- (FULL- TIME)
- VITA SITE COORDINATOR- (PART- TIME)
- DONATION ATTENDANT II-(ADC II)-(PART-TIME)

PORT LOCATION, 2961 S. PORT:

- CREW LEADER CONTRACTS-(FULL-TIME)
- E-COM TECH-(PART-TIME)
- FACILITIES MAINTENANCE TECHNICIAN-(PART-TIME)

PORT STORE 2961 S. PORT:

- CREW LEADER RETAIL-(FULL-TIME)
- DONATION ATTENDANT II-(ADC II)-(PART- TIME)

STAPLES STORE, 6526 S. STAPLES (SOUTHSIDE)

- CREW LEADER RETAIL-(FULL-TIME)
- SALES ASSOCIATE- (PART-TIME)

OUT OF TOWN LOCATIONS

ALICE, TEXAS STORE:

- DONATION ATTENDANT II (ADC II)-(PART-TIME)
- SALES ASSOCIATE- (PART- TIME)

BEEVILLE, TEXAS STORE:

- NO OPENINGS

KINGSVILLE, TEXAS STORE :

- DONATION ATTENDANT II (ADC II)-(PART-TIME)
- SALES ASSOCIATE- (PART- TIME)

PORTLAND, TEXAS STORE:

- DONATION ATTENDANT II (ADC II)-(PART-TIME)
- SALES ASSOCIATE (PART-TIME)

RIO GRANDE VALLEY (SOUTHERN LOCATION):

- CREW LEADER LOGISTICS-(FULL-TIME)
- TRAINER (FULL-TIME)
- DONATION ATTENDANT I (ADC I)-(PART-TIME)

ALAMO, TEXAS STORE:

- DONATION ATTENDANT II (ADC II) - (PART-TIME)

BROWNSVILLE, TEXAS STORE:

- CREW LEADER-(FULL-TIME)
- DONATION ATTENDANT II (ADC II) (PART-TIME)
- SALES ASSOCIATE-(PART-TIME)

EDINBURG, TEXAS STORE (McCOLL)

- DONATION ATTENDANT II-(ADC II)-(PART-TIME)
- SALES ASSOCIATE-(PART-TIME)

EDINBURG, TEXAS STORE (WISCONSIN):

- DONATION ATTENDANT II- (ADC II) (PART-TIME)
- SALES ASSOCIATE- (PART- TIME)

EDINBURG, TX LEARNING CENTER (WISCONSIN)

- FACILITATOR (FULL-TIME)

HARLINGEN, TEXAS STORE (DIXIELAND):

- CREW LEADER-(FULL-TIME)
- DONATION ATTENDANTII (PART-TIME)
- SALES ASSOCIATE (PART-TIME)

HARLINGEN, TX LEARNING CENTER(DIXIELAND):

- NO OPENINGS

DISTRIBUTION CENTER (702 DIXIELAND RD):

- CREW LEADER LOGISTICS-(FULL-TIME)
- SALVAGE OPERATOR-(PART-TIME)

McALLEN, TEXAS STORE (NOLANA)

- DONATION ATTENDANT II-(ADC II)-(PART TIME)
- SALES ASSOCIATE (PART-TIME)

PALMHURST, TEXAS STORE:

- DONATION ATTENDANT II (ADC II)-(PART-TIME)

VICTORIA, TEXAS STORE:

- DONATION ATTENDANT II-(ADC II)-(PART-TIME)
- SALES ASSOCIATE-(PART-TIME)

JOB DESCRIPTIONS

ACCOUNTING ASSISTANT

GENERAL DESCRIPTION OF DUTIES:

Performs routine bookkeeping activities and prepares various reports as assigned.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Poll stores, prepare daily store sales report and distribute reports to proper recipients
- Verify store reports to documentation submitted by stores
- Post store sales and cash receipts into automated accounting system
- Prepare invoices for billing and post into automated accounting system
- Prepare transfer checks for store bank accounts
- Adhere to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Assist with the distribution of Accounts Payable checks
- Assist with the distribution of payroll checks
- Assist Store Managers with questions related to Store Reports
- Assist in auditing the stores twice a year
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- Two years combined work experience or college level studies in related field
- Proficient in working with Microsoft EXCEL and WORD
- Ability to operate general office equipment
- Ability to meet deadlines in a fast-paced environment
- Must have excellent organizational skills and be detail oriented
- Able to read and write English and perform basic math skills

PREFERRED QUALIFICATIONS:

- Experience or knowledge of general accounting principals
- Experience in reconciling accounts
- Experience using automated accounting systems and database

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Must be able to perform physical requirements of the position including but not limited to: inside sedentary work; able to lift 25 pounds

CREW LEADER CONTRACTS

GENERAL DESCRIPTION OF DUTIES:

Responsible for coordinating cleaning crews in multiple locations at both on-site and off-site facilities to ensure work is done in accordance with customer specifications.

PROVIDES SUPERVISION TO:

Custodial Technician(s)

ESSENTIAL FUNCTIONS:

- Conduct training of work crew
- Responsible for safekeeping of all custodial equipment
- Ensures all chemicals are used in accordance with MSDS
- Ensures all work is performed according to customer specifications
- Ensures adequate supplies are maintained
- Maintains close communications with agency Case Manager
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Ensures all operations are performed in accordance with company policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Knowledge of appropriate industry standards
- Ability to work flexible days and hours
- Must pass all customer background checks
- Valid Texas driver's license
- Clean driving record
- Ability to read, write and communicate effectively
- Ability to work, train and supervise people with disabilities

PREFERRED QUALIFICATIONS:

- Knowledge of stripping and waxing floors
- Bilingual

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to work in hot/cold, humid and/or dusty environment
- Ability to bend, push, pull, reach and stand for long periods of time
- Ability to lift and carry a minimum of 50 pounds

CREW LEADER – RETAIL

GENERAL DESCRIPTION OF DUTIES:

Acknowledge customers in friendly and courteous manner, provides customer service per agency standards and assists with customer issues when the Retail Store Manager is not present. Supervises store staff and its operations when the Retail Store Manager is not present. Oversees the opening and closing of the retail store. Trains and assists Sales Associate, ADC II and ADC I in their duties. Assists with scheduling employee's hours and duties. Supervises and manages the Community Service Volunteer program.

PROVIDES SUPERVISION TO:

Sales Associate, ADC II, ADC I, CSR volunteers

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Opens and/or closes store as per agency procedures
- Maintains a safe working environment for employees and the public
- Handles return merchandise as per agency procedures
- Processes customer inquiries and handles customers in courteous manner. If necessary, refers customer to Store Manager
- Provides complete reports in a timely manner to retail director and finance office as required
- Makes nightly bank deposits and makes change at the bank as needed according to agency procedures
- Provides training to Sales Associate, ADC I and ADC II
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property

OTHER FUNCTIONS:

- Maintains production levels as assigned by supervisor to achieve store goals set by the agency
- Attends trainings/meetings as directed by supervisor
- Participate in the hiring process
- Participate in continuous professional development training
- Provides excellent customer service
- Adheres to all agency policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion, or 5 plus years of related experience
- Demonstrated successful work experience
- Ability to follow instructions
- Ability to communicate effectively with customers and staff members
- Ability to read and write English
- Ability to perform basic math skills
- Ability to understand, use and complete agency forms or documents properly
- Ability to work flexible schedule including days, weekends, evenings and holidays
- Valid Texas Driver's License, clean driving record, and carry minimum liability coverage as required by the State of Texas
- Must pass pre-employment criminal background check and Drug/Alcohol screen

PREFERRED QUALIFICATIONS:

- Leadership experience
- Basic computer skills including EXCEL and WORD
- Bilingual

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Able to work in hot/cold, humid and/or dusty environments
- Able to frequently bend, stoop, push, pull and stand for extended periods of time
- Able to lift and carry up to 75 lbs
- Must have adequate vision to perform duties

CREW LEADER – LOGISTICS

GENERAL DESCRIPTION OF DUTIES:

Provide direct supervision of Attended Donation Centers and attendants assigned to those sites. Assures all policies and procedures are implemented and followed at Attended Donation Centers.

Provide direct supervision of Distribution Center and staff assigned to that site. Assures all policies and procedures are implemented and followed at the Distribution Center.

PROVIDES SUPERVISION TO:

Attended Donation Center attendants

Distribution Center Staff

ESSENTIAL FUNCTIONS:

- Schedule, supervise and monitor assigned staff at Donation Centers
- Train assigned staff on agency policies and procedures
- Ensures exceptional customer service is provided by all staff
- Regularly visit each site for policy and procedure compliance
- Monitor and obtain supplies as needed
- Collect and report donor activity
- Prepare and submit staff evaluations as directed by policy
- Perform clerical duties as needed and requested
- Adheres to and enforces safety loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Ensures all operations are performed in accordance with company policies and procedures
- Assists in the hiring process and new hire paperwork, as directed
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- High school diploma or GED certificate of completion
- Must be able to work with minimal supervision
- Able to read, write and communicate effectively
- Basic computer skills
- Valid Texas driver's license, clean driving record, able to provide own transportation for business travel and proof of minimum liability insurance as required by the State of Texas
- Flexible work schedule, including days, evenings, weekends and holidays
- Must pass pre-employment background check and Drug/Alcohol test

PREFERRED QUALIFICATIONS:

- Bilingual

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Must be able to work in hot/cold, humid and/or dusty environment
- Able to bend, push, pull and stand for long periods of time
- Able to lift and carry a minimum of 75 pounds

DONATION ATTENDANT I (ADC I)

GENERAL DESCRIPTION OF DUTIES:

Acknowledges customers and donors in a friendly and courteous manner. Accepts donations from the public, presorts donations and supports the Donated Goods Program. Provides tax receipts as needed to the donor. Provides excellent customer service per agency standards. Assists donors through unloading items from the donor's vehicle onto Goodwill's property.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Accepts donations from the general public, according to agency standards
- Provides excellent customer service to customers
- Sorts donation into basic categories per agency standards
- Keeps work area clean , stocked and organized per agency standards
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment, and inventory

OTHER FUNCTIONS:

- Attends meetings as directed by supervisor
- Performs janitorial duties as assigned by supervisor
- Adheres to agency policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to follow instructions
- Ability to communicate effectively with customers, and staff members
- Ability to correctly use and complete agency forms and documents as needed for this position
- Flexible work schedule, including days, evenings, weekends and holidays

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- Bilingual

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Able to bend, push, pull, stoop and stand for long periods of time
- Able to lift and carry 75 pounds
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision to examine donated items in the presort stage

DONATION ATTENDANT II (ADC II)

GENERAL DESCRIPTION OF DUTIES:

Acknowledges customers in friendly and courteous manner, and provides customer service per agency standards. Works in a team environment to produce sufficient quantities of inventory for reaching sales goals using standardized methods. Accepts donations, and offers receipts as needed. Assists donors through unloading items from the donor's vehicle, onto Goodwill's property.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Maintains a clean working environment for employees and the public
- Processes donor inquiries and handles complaints in courteous manner. If necessary, refers customer to Store Manager or Crew Leader
- Accepts donations from the general public
- Prepares and disburses tax receipts as requested by donors
- Sorts donations based on qualitative criteria as established by the agency
- Processes textiles using agency standards for hanging, tagging, tallying
- Processes hardlines using agency standards for pricing, tagging, tallying
- Distributes inventory efficiently to store fixtures
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Maintains production levels as assigned by supervisor to achieve store goals set by the agency
- Attends meetings as directed by supervisor
- Provides excellent customer service to customers
- Performs janitorial duties as assigned by supervisor
- Adheres to all agency policies and procedures
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to follow instructions
- Ability to communicate with customers
- Ability to understand, correctly use and complete agency forms or documents as needed
- Ability to perform basic math skills
- Flexible work schedule, including days, evenings, weekends, and holidays

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- Bilingual

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Able to bend, push, pull, stoop and stand for long periods of time
- Able to lift and carry 75 pounds
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision to examine donated items in the presort stage

GENERAL DESCRIPTION OF DUTIES:

Assist in the operations of online sales for Goodwill Industries of South Texas. Collect, research, write descriptions, post items for online sales. Photograph, wrap, and ship goods to buyers. Provide detailed records of all transactions. Communicate with buyers via phone and email. Maintain positive response ratings from the online community which create an excellent online reputation for Goodwill Industries of South Texas.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Collect items for online sales through the stores and Distribution Center
- Prepare items for sale online by wiping, cleaning or making minor repairs
- Researches descriptions and collects data about each item to be placed for sale online
- Researches value of each item
- Photographs items to be placed for sale online
- Posts item for sale online with fair value and accurate description
- Assists with customer inquiries and handles complaints in courteous manner. If necessary, refers customer to Retail Director
- Appropriately wraps items for shipping
- Prepares items with accurate information on all labels, using appropriate postage
- Delivers packages to the Post Office or other mail service providers
- Keeps work area clean and free of unnecessary materials
- Maintains and submits reports as required to the Retail Director and Business Office
- Makes bank deposits for items picked up locally
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Assists with other assignments as required by Director of Retail

REQUIRED QUALIFICATIONS:

- Proficiency in Microsoft Office, Outlook
- Ability to read and write in English as well as communicate with diverse customer base to provide prompt and courteous service
- Ability to perform basic mathematical skills
- Ability to work flexible days and hours, including weekends and holidays
- Must pass pre-employment background check and Drug/Alcohol test
- Must have valid Texas Driver's License, clean driving record and carry minimum liability coverage as required by the State of Texas

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- One (1) year experience working with online sales

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Able to frequently bend, stoop, push, pull, reach and stand for long periods of time
- Able to lift and carry 50 lbs of weight
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision

FACILITIES MAINTENANCE TECHNICIAN

GENERAL DESCRIPTION OF DUTIES:

Responsible for the proper maintenance and upkeep of facilities as assigned.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Perform basic facility maintenance as scheduled or as directed.
- Build or repair equipment needed to improve operational efficiencies
- Work independently with minimal supervision
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Performs other functions as directed by assigned supervisor
- Ensures all operations are performed in accordance with company policies and procedures

REQUIRED QUALIFICATIONS:

- Ability to work flexible schedule
- Valid Texas driver's license, clean driving record, proof of minimum liability insurance as required by the State of Texas
- Must pass pre-employment Drug/Alcohol test
- Ability to read, write and communicate effectively

PREFERRED QUALIFICATIONS:

- Vocational certification in related field
- Working knowledge of major facilities systems (HVAC, plumbing, lighting and other electrical systems)

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to work in hot/cold, humid and/or dusty environment
- Ability to bend, push, pull, reach and stand for long periods of time
- Ability to lift and carry 75 lbs

FACILITATOR

GENERAL DESCRIPTION OF DUTIES:

Provide instruction in a classroom setting, teaching social life and job-readiness skills to people who have significant barriers to employment.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Teach Social Life Skills and Job Readiness Training from an approved curriculum to participants
- Writes required reports and may enter data into client management tracking system
- Maintains regular contact with the assigned supervisor on all program activities
- Refers participants to Case Manager as needed
- Teach basic computer literacy
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Education or related field **or**
- High School Diploma or GED certificate of completion plus seven (7) years of combined work experience
- Knowledge of Microsoft office products and internet access
- Ability to plan, organize, work effectively and meet deadlines in a fast-paced environment
- Able to read and write English and use communication skills with diverse customer base to provide prompt and courteous service
- Must pass pre-employment background check and Drug/Alcohol test

PREFERRED QUALIFICATIONS:

- Bilingual
- Experience in working with people with disabilities and/or disadvantaging conditions
- Experience in teaching/training environment

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Primarily works in an office setting
- Ability to manipulate computer/typewriter keyboards

INFORMATION TECHNOLOGY SPECIALIST

GENERAL DESCRIPTION OF DUTIES:

Support Company's IT Users by assisting in the functions of the IT Department as assigned by supervisor, including but not limited to: IT equipment purchase, setup, installation, repair and maintenance; prepare reports and correspondence; maintain files in compliance with company policies; assist with the company's safety program; other duties as assigned.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Provide IT support: Receive and respond to user problem reports in timely manner. Perform needed corrections, repairs, and/or training. Monitor, track and update support requests to completion
- Provide assistance to agency computer system users by adding new users to agency network and removing users as appropriate
- Provide assistance to agency computer system users by assisting in training users in use of equipment and programs
- Assist in maintenance and upkeep of supporting software, hardware, and communications systems, including support and maintenance of phone system, servers, desktop computers, laptop computers, printers and other peripherals
- Assist in the purchase of IT equipment and services in accordance with company policies as directed by supervisor
- Properly inventory and dispose of non-serviceable hardware and software
- Performs clerical functions
- Other duties as assigned by supervisor
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Assist in the operation of the company's safety program

REQUIRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- One (1) year experience in the field of information technology
- Must possess excellent verbal and written communications and interpersonal skills
- Must be able to add, subtract, multiply and divide
- Work in various settings including, but not limited to office, warehouse, donation stations and stores
- Ability to learn necessary functions, installation, operation, repair and maintenance of agency network, and PC operating systems and programs
- Ability to work flexible days and hours, including nights, weekends and holidays
- Must have valid Texas driver's license, able to use own vehicle, have a clean driving record, and have minimum automobile liability insurance as required by the state of Texas
- Must pass pre-employment background check and Drug/Alcohol Test

PREFERRED QUALIFICATIONS:

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Must be able to perform physical requirements of the position including, but not limited to: lifting up a maximum of 50 pounds
- Frequent lifting, pushing and pulling awkward materials
- Inside sedentary work
- Frequent walking, standing or sitting to a significant degree; able to climb a ladder
- Ability to talk, hear and see

SALES ASSOCIATE

GENERAL DESCRIPTION OF DUTIES:

Acknowledges customers in friendly and courteous manner, and provides customer service per agency standards. Operates Point of Sale system (or cash register), makes change for customers and bags merchandise. Maintains store sales floor through merchandising and cleaning. Follows agency's cash handling policy and procedures.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Embraces the core values of the agency in the spirit in which the agency operates at work and in the community
- Rings up store sales correctly using a Point of Sale system or cash register.
- Counts and tenders correct change to customers at time of sale
- Counts cash drawer at beginning and/or close of sales day as per agency procedures
- Maintains a clean working environment for employees and the public
- Provides excellent customer service
- Processes customer inquiries and handles complaints in courteous manner. If necessary, refers customer to Store Manager or Crew Leader
- Merchandises the sales floor, window displays, new goods
- Rotates inventory by pulling (removing) through color rotation, and salvaging pulled merchandise
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment, and inventory

OTHER FUNCTIONS:

- Attends meetings as directed by supervisor
- Adheres to all agency policies and procedures
- Performs janitorial duties as assigned by supervisor
- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to follow instructions
- Ability to communicate with customers, and staff members
- Ability to understand, correctly use and complete agency forms or documents as needed
- Ability to perform basic math skills
- Flexible work schedule, including days, evenings, weekends, and holidays

PREFERRED QUALIFICATIONS:

- High School Diploma or GED certificate of completion
- One (1) year cash register experience
- Bilingual

PHYSICAL REQUIREMENTS/WORKING

CONDITIONS:

- Able to bend, push, pull, reach, stoop and stand for long periods of time
- Ability to lift and carry 50 pounds
- Able to work in hot/cold, humid and/or dusty environment
- Adequate vision to perform duties

SALVAGE OPERATOR

GENERAL DESCRIPTION OF DUTIES:

Moves, stores, process and disposes of warehouse inventory as directed, prepares salvage material for sale; keeps warehouse in proper order.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Sort goods to determine items to be bundled as salvage and items to be trashed as directed by supervisor
- Safely operate baling machine to bind salvage for sale, compactor, and forklift as required. Wire bundle, weigh, and mark as directed
- Move items in inventory to appropriate areas. Use pallet jack and forklift as necessary
- Break down cardboard boxes and place in proper area
- Move bins to designated areas
- Loads and unloads trucks as directed
- Make certain warehouse and outside areas are clean and orderly
- Adhere to and enforce safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory
- Ensure all operations are performed in accordance with company policies and procedures
- Perform other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Ability to work flexible days and hours
- Ability to sort and classify product lines in accordance with company procedures
- Must be forklift certified
- Must pass random drug/alcohol screenings per company policy

PREFERRED QUALIFICATIONS:

- Forklift experience
- High School Diploma or GED certificate of completion

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to work in hot/cold, humid and/or dusty environment
 - Ability to bend, push, pull, reach, and stand for long periods of time
 - Ability to lift and carry 75 pounds
 - Must have adequate vision to perform duties
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TRUCK DRIVER I

GENERAL DESCRIPTION OF DUTIES:

Represents the organization in a professional manner. Responsible for the safe driving of company vehicles while utilizing knowledge of state/federal regulations governing moving vehicles. Responsible for safe loading, unloading and securing all appropriate material.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Transport specified material to and from designated locations
- Safely load, unload and secure all appropriate material
- Prepare and submit required daily manifests
- Inspect truck equipment and supplies daily, reporting problems to supervisor
- Safeguards vehicle and agency assets under drivers' control
- Perform minor emergency roadside repairs such as adding fluids, changing fuses, installing light bulbs, or other items as necessary and/or required
- Communicate effectively with internal and external customers
- Ensure that all operations are performed in accordance with company policies and procedures
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

OTHER FUNCTIONS:

- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Must be at least 25 years old
- Ability to work flexible days and hours
- Valid Texas driver's license, clean driving record
- Ability to read, write English
- Must pass pre-employment criminal background check and Drug/Alcohol test
- May be asked to demonstrate driving skills
- Must become forklift certified within 30 days of employment
- Knowledgeable of State/Federal regulations that govern large moving vehicles

PREFERRED QUALIFICATIONS:

- Bilingual
- Previous truck driving experience

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to work in hot/cold, humid and/or dusty environment
- Ability to bend, push, pull, reach and stand for long periods of time
- Ability to lift 75 pounds

TRUCK DRIVER II

GENERAL DESCRIPTION OF DUTIES:

Represent agency in a professional manner. Responsible for the safe driving of agency tractor pulling various size trailers. Must comply with all state/federal regulations governing commercial vehicles. Responsible for loading, unloading and securing all appropriate material.

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Transport specified material to and from designated locations
- Load, unload and secure all appropriate material
- Safeguard agency equipment and assets under drivers' control
- Maintain drivers' log according to state and federal regulations
- Inspect truck equipment and supplies and report maintenance problems to supervisor
- Perform minor emergency roadside repairs such as adding fluids, changing fuses, installing light bulbs, or other items as necessary and/or required
- Ensure that all operations are performed in accordance with company policies and procedures
- Adheres to and enforces safety and loss prevention procedures to prevent injury to personnel and damage to people, equipment and inventory

OTHER FUNCTIONS:

- Performs other functions as directed by assigned supervisor

REQUIRED QUALIFICATIONS:

- Must be at least 25 years old
- Ability to work flexible days and hours
- Valid Texas driver's license, clean driving record
- Valid CDL-A license
- Must pass annual DOT physical exam
- Must pass pre-employment criminal background check and Drug/Alcohol test
- Ability to read, write and communicate effectively
- Knowledge of State/Federal regulations that govern large moving vehicles

PREFERRED QUALIFICATIONS:

- Bilingual
- Truck Driving Certification
- Tractor/trailer Driving experience

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to work in hot/cold, humid and/or dusty environment
- Ability to bend, push, reach and stand for long periods of time
- Ability to lift 75 pounds

VITA SITE COORDINATOR

GENERAL DESCRIPTION OF DUTIES:

Provide supervision of the Voluntary Income Tax Assistance (VITA) program, support and assist volunteers in servicing clients seeking tax return assistance

PROVIDES SUPERVISION TO:

N/A

ESSENTIAL FUNCTIONS:

- Establish procedures to ensure that intake and tax preparation procedures are in place and followed to ensure quality returns.
- Ensure timely filing of all returns
- Ensure client confidentiality and privacy is paramount
- Develop reporting and file management procedures to aid in the accurate data reporting
- Ensure all quality site requirements are in place at VITA sites

OTHER FUNCTIONS:

- Perform any and all other duties as assigned by Director of Mission Services & VITA Ca\$h Coalition

REQUIRED QUALIFICATIONS:

- Strong written and verbal communication
- Organizational and management skills to work with volunteers and coalition partners
- Basic tax knowledge (Advanced certification required)
- Professional work ethic with the ability to work independently
- Early evening and weekend hours required

PREFERRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Must have tax preparation experience

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- N/A