

**LAND OF LINCOLN GOODWILL INDUSTRIES  
JOB DESCRIPTION**

<b><u>JOB TITLE</u></b> Team Leader – Dirksen and Plant Production	<b><u>DEPARTMENT / DIVISION</u></b> Retail / Production
<b><u>SUPERVISOR</u></b> Manager of Support Services	<b><u>LOCATION</u></b> 800 N. 10 <sup>th</sup> St, 2531 N. Dirksen Parkway, Springfield
<b><u>CLASSIFICATION</u></b> Non-exempt	<b><u>POSITIONS SUPERVISED</u></b> Balers, Material Handlers, Processors (some who may be service participants or community service workers)

**I. POSITION CONCEPT**

Schedule and oversee processing and baling operations, including serving as lead worker to balers, material handlers and processors (some who may be service participants or community service workers. This is a working supervisor position.

**II. ESSENTIAL JOB DUTIES**

- Serves as lead worker to assigned staff; trains and evaluates work performance.
- Supervises processing operations and staff and establishes work schedules.
- Supervises and assists in baling operations, loading / unloading of trucks and fills in as needed to keep processing operations moving.
- Coordinates and expedites flow of materials between locations, according to truck schedules and store needs.
- Reviews production schedules and related information and confers with department supervisors to determine production requirements.
- Prepares material for delivery to stores, according to priorities and material availability.
- Examines material delivered to production departments to verify conformance to specifications.
- Arranges transfer of material to meet production schedules.
- Compiles and maintains records, such as material inventory, in-process reports and status and location of materials.
- Moves or transports materials from one area to another, manually or using pallet jacks or forklifts.
- Schedules maintenance of in-house equipment. Maintains records on maintenance and safety on all in-house equipment.
- Keeps warehouse organized; clean and in safe working conditions.
- Maintains store premises in compliance with Agency Safety Standards.
- Performs other duties as assigned or required.

**III. EQUIPMENT AND TOOLS USED**

Baler, forklift, pallet jack, scales, compactor, wheeled spring carts, wheeled deep carts, wheeled z-racks, phone / two way radio, computer, fax, etc.

**IV. REQUIREMENTS**

- Requires high school diploma or equivalent.
- One year of supervisory experience preferred.
- Requires valid Illinois drivers license, good driving record and proof of insurance.
- Requires own transportation and adequate liability insurance for such.
- Requires ability to direct and supervise staff.
- Requires ability to operate baling machine.
- Requires certification as a forklift operator or ability to obtain certification.
- Direct Service Personnel trained or ability to become DSP trained.
- Requires knowledge of donation sorting and processing.
- Requires ability to meet production and bale quotas.
- Requires ability to complete reports accurately as assigned.

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- Follow the dress code as directed by Goodwill and display a professional image and attitude.
- Ensure compliance with all Agency policies, procedures and safety standards throughout areas and maintain same to meet CARF, DOL and other applicable regulatory standards.
- Requires ability to be consistently at work and on time on scheduled work days.
- Requires the ability to interact with people with disabilities in a manner which enhances their dignity, privacy and confidentiality.
- Requires ability to work independently while fostering a strong team atmosphere.
- Requires ability to complete tasks on time or communicate issues / problems with the appropriate person.
- Requires ability to follow all LLGI policies and procedures.
- Requires ability to promote a safe working environment and to ensure that all safety procedures are followed.
- Requires ability to successfully complete pre-employment drug screen, reference check and criminal background investigation.

**V. PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Work in a light industrial/warehouse environment.
- Subject to inside environmental conditions; exposure to heat and cold but protected from weather conditions.
- Exposure to dirt, dust, pet hair, mold and other allergens.
- Requires full use of body and ability to carry, lift, push, pull and move up to fifty (50) pounds.
- Stand for extended periods and lift, reach, bend, stoop and twist.
- Requires visual acuity to operate machinery and see to process donations.
- Push or pull wheeled carts with an average weight of two-hundred-fifty (250) pounds.
- Ability to use pallet jack with loads of up to 500 pounds.
- Push or pull wheeled z-racks with up to one-hundred (100) pieces of clothing on them.
- Bend over and reach into gaylords up to four (4) feet high to remove clothing and house wares.

**VI. CONTACTS**

- Production personnel and service participants.
- Retail store staff.
- Donors.
- Truck Drivers.
- Other LLGI staff.
- Rehabilitation Department staff.
- Community service workers.
- Vendors.

**Acknowledgement of Position:**

I acknowledge that this job description serves only as a guideline for the duties required of my position, and that job duties are subject to change, as the organization deems necessary. I understand and accept that these are the responsibilities and requirements of the position.

Employee Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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