



## **DOCK ASSOCIATE**

### **Job Summary:**

Loading and unloading trucks/trailers and provide customer service with placing, moving, and removing furniture and merchandise to and from the Dock according to Impact Thrift's safety guidelines.

### **Essential Job Functions:**

#### Dock Associate:

- Greet and assist all customers with a smile when lifting donations
- Familiarize yourself with and follow all safety guidelines including lifting, loading, and unloading procedures, wearing of protective equipment, and proper handling of materials
- Sort incoming donations per correct departments
- Ensure Dock is neat and orderly to maintain a safe work environment
- Performs other duties as needed
- Capable of lifting up to 100lbs, bending, standing, reaching, and squatting

#### Truck Driving:

- Load all scheduled donations carefully, and safely; properly secure all merchandise to ensure arrival at destination store without damage and without occurrence of personal injury.
- Ensure that all merchandise to be delivered is properly loaded and secured on the truck and delivered undamaged and safely in compliance with Impact's delivery policies.
- Ensure that all paperwork related to the truck maintenance and the daily truck schedule report is properly completed and maintained.
- Properly report all maintenance and safety issues to the store manager
- Follow all accident procedures as directed in the Accident Procedure Guidelines.
- Exercise responsibility for the purchase of truck fuel, oil and windshield wiper fluid or other pre-approved truck purchased using the company credit card.
- Exercise responsibility for the safe-keeping of the key(s) to the truck at the end of your shift.
- Reporting to store manager before beginning of shift and at the end of shift before leaving the store.
- Be familiar with all safety guidelines for truck operations.
- Keep management updated as to any change in the status of your driver's license.
- Adhere to all applicable local, state, and federal driving regulations, remaining aware of and following all safety codes.

### **Minimum Requirements:**

- HS Diploma or equivalent
- Ability to lift up to 100lbs
- Previous experience and knowledge working in a Warehouse

- Ability to use various pieces of equipment such as hand trucks, dollies, forearm lifts
- Ability to stand for extended periods of time
- Attention to detail and ability to work independently is a must
- Non-allergic to certain chemicals

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

While performing the duties of this job, the employee is regularly required to:

<b>Activity</b>	<b>Frequency</b>
bending	frequent
reaching	frequent
squatting	frequent
lifting	frequent-up to 100lbs
lifting	occasionally over 100lbs
standing	constant
walking	constant
grasping	frequent
pull/pushing	occasional

**Work Environment:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to:

- Moderate noise level (typical warehouse)
- Moderate temperatures (typical non-climate controlled dock, and outside lifting)
- Environmental issues such as dust and dirt
- May be working around moving parts such as forklifts and hand trucks

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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