



Media Associate

Job Summary:

Media Processing Associate is responsible for analyzing the condition of all books, DVDs, CDs, LPs (albums) and Magazines donated. Associate must utilize computer to price compare items online and tag and sort based on genre of donation. Associate must follow all departmental policies and procedures, and maintain production goals and quotas. Relies on limited experience and judgment to plan and accomplish goals, and performs a variety of production tasks.

Essential Job Functions:

- Inspect, scan, tag, and sort all assigned donations at a fast pace
- Ensure assigned pricing guidelines are met using computerized system
- Work in full cooperation with fellow associates to ensure maximum efficiency and departmental performance goals are met
- Maintain product knowledge
- Responsible for maintaining a clean and safe work environment
- Performs other duties as assigned

Minimum Requirements:

- HS Diploma or equivalent
- Detail-oriented with retail experience
- Ability to meet production sales goals and quotas
- Ability to follow high quality standards
- Available to work a flexible schedule, which may include mornings, evenings, weekends, and extended hours

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:

Activity	Frequency
bending	frequent
reaching	frequent

squatting	frequent
lifting	frequent-up to 50lbs
lifting	occasionally over 50lbs
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 warehouse)
- 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.