

**Who We Are:**

Goodwill NCW is a nonprofit organization with 28 retail stores across north-central Wisconsin. We are proud of the life-transforming impact we make in our communities and to our planet with the help of our donors and shoppers. Together, we bring our values to life, power our mission of elevating people by eliminating barriers to employment and transform lives through skill building for sustained employment and improved financial stability. Our unwavering commitment to addressing the unique needs of our communities drives us to continuously evolve.

**What You'll Get To Do:**

- Processes new and donated items to meet production goals and uses team lifts as needed.
- Sorts and categorizes items, identifies items to send to e-Commerce according to organizational guidelines, and safely separates and disposes hazardous items.
- Determines price point and tickets items for easy visibility.
- Stages items to ensure fresh to the floor products for our customers.
- Operates power equipment (stacker and power pallet jack, tilt master, compactor, tipper and forklift).
- Maintains a clean, safe, and organized backroom area; completes checklists and assists with general cleaning tasks.
- Adheres to proper operation of pallet jack and compactor (if 18 years or older and trained/checked off).
- Other duties as assigned.

**What We Need From You:**

- Excellent time management and prioritization skills and the ability to work through multiple tasks simultaneously under time constraints.
- Excellent communication, customer service skills, and strong attention to detail preferred.
- Basic math skills required.
- Experience operating power equipment preferred.
- Experience with computers or a willingness and ability to learn.
- Reliable transportation and ability to work a flexible schedule, including holidays, evenings, and weekends, with regular and timely attendance in accordance with the assigned work schedule.

**Work Environment:**

The physical demands described here are representative of those that must be met by a team member to successfully perform the key functions of this job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard retail backroom or warehouse environment with extensive team member contact and frequent interruptions.
- Primary function requires sufficient physical ability to repetitively:
  - Stand for prolonged periods of time (up to 8 hours).
  - Independently twist, lift, carry, push or pull moderate (10 pounds) to heavy (25 pounds) of weight; using a team lift for objects weighing over 25 pounds.
  - Reach (approximately 54 inches).
  - Frequently stoop, bend, kneel, crouch.
  - Sufficient hand and finger dexterity to perform detailed tasks.
  - Verbally communicate to exchange information.

**What We Offer:**

We are proud to offer a competitive and comprehensive benefits package to support your well-being, work-life balance, and long-term growth as a valued member of our team. For more information visit: <https://goodwillncw.org/jobs/>

**Job Title: Production Associate**  
**Reports To: Store Manager**



Goodwill North Central Wisconsin (NCW) provides equal employment opportunities to all team members and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, creed, religion, ancestry, national origin, age (40 or older), disability, sex (including pregnancy, sexual orientation, or gender identity), genetic information, arrest/conviction record, marital status, military service or any other characteristic protected by federal, state or local law.

Team Member Name:	Date:
Signature:	

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.