

## Overview

This standard is about sorting donated goods and preparing them for either selling or recycling as appropriate.

This standard is for staff and volunteers, predominantly in retail charity organisations, but not exclusively, if your workplace is sorting donated goods in preparation for sale or recycling.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

- Sort and prepare donated goods for selling or recycling
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## Performance criteria

### *You must be able to:*

1. clean and tidy the work area before sorting donated goods in your workplace
2. sort donated goods by their type and condition following your workplace requirements
3. follow relevant legislation for disposing of goods and parts that are not suitable for either selling or recycling
4. ask the correct person for help if you are unsure about the classification of goods
5. put goods suitable for recycling in appropriate containers following your workplace procedures
6. place containers in the correct place ready for collection and check that they are not in anyone's way
7. identify goods that need to be prepared for cleaning, tidying or repairing
8. follow relevant legislation and your workplace requirements for protecting health and safety while preparing, cleaning and repairing donated goods
9. follow relevant legislation and your workplace procedures when using irons, steamers and other equipment

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## Knowledge and understanding

### *You need to know and understand:*

1. the types of goods your workplace sells
2. the types of goods that can be sent for recycling
3. which types of goods are not suitable for selling or recycling and how to dispose of them
4. the relevant legislation and your workplace safety requirements that apply to second-hand goods, including electrical equipment, furniture and toys
5. the relevant legal age restrictions that apply to age-restricted goods
6. where to store donated goods until ready to sort them
7. where and when to sort donated goods
8. why areas should be clean and tidy before starting to sort goods
9. where to put goods as they are being sorted
10. who to ask for help in identifying goods you are unsure about or deciding what to do with them
11. the procedures to follow to prepare goods for recycling
12. where to put goods for recycling so that they can be collected
13. how to identify goods that need to be cleaned, tidied or repaired and prepared for sale
14. how to clean, tidy and repair different types of goods
15. how to use irons and steamers safely and effectively

Sort and prepare donated goods for selling or recycling

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**Relevant Occupations** Elementary Cleaning Occupations, Elementary Occupations, Retail and Commercial Enterprise, Retailing and Wholesaling, Sales and Customer Services Occupations, Sales Assistants and Retail Cashiers

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**Suite** Retail

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