

JOB TITLE: Receiving and Sorting Associate
CLASS: Bargaining Unit
CATEGORY: Regular (after Probationary)
STATUS: 1.0 FTE, Hourly Wage Starting \$14.42, Non-Exempt
BENEFITS: Per Collective Bargaining Agreement
REPORTS TO: Manager of Receiving and Recycling
LAST UPDATED: July 16th, 2018



JOB SUMMARY:

You will report to the Receiving, Sorting, and Recycling Supervisor and have primary responsibility to efficiently and effectively carry out the collection, sorting, and processing of incoming donations in support of Free Geek's reuse activities. This includes on-site and off-site collection of donations. You will work closely with volunteers and donors, providing high quality customer service and a welcoming environment for fellow employees and those who access Free Geek's services. This position is represented by a union, and application for union membership is mandatory upon hire.

DETAILED ESSENTIAL RESPONSIBILITIES:

- Train, oversee, schedule, coordinate, and motivate volunteers
- Provide timely, safe, and courteous service to all individuals donating materials to Free Geek
- Assist with donation pick-ups and drop-offs, including driving the Free Geek box truck, tallying, loading, and unloading materials
- Accurately sort a wide variety of items into many different categories and perform secondary quality control checks on sorting done by volunteers
- Ensure chain of custody and receiving documents are properly routed
- Ensure safety, Oregon e-cycles and data security compliance
- Recommend and implement improvements and achieve metrics in Receiving and Sorting areas
- Communicate with other Free Geek staff and volunteers about the needs of all areas
- Stock production areas with needed hardware and components
- Keep work areas clean and organized
- Operate a pallet jack (following training)
- Other duties as assigned

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to maintain a calm, positive, and professional attitude at all times in a sometimes chaotic environment
- Possession of valid Oregon driver's license and clean DMV Driver Record
- Reliability and punctuality
- Aptitude for engaging, instructing, and positively influencing the energy level of others
- Ability to consistently follow policies and procedures
- Proficient organizational skills and attention to detail
- Ability to work as part of a team and coordinate with teammates to determine daily responsibilities

and priorities

- Fluency in spoken and written English
- Good communication and interpersonal skills
- Demonstrable self-motivation and personal initiative
- Proficiency with using standard office software
- Ability to learn Free Geek documentation tools
- Ability to safely lift and carry up to 75 lbs occasionally, and 50 lbs repeatedly
- Self-assured in your ability to ask questions
- Dependably work without direct supervision on a regular basis
- Ability to remain flexible about duties and expectations as Free Geek grows and changes
- Aptitude for and interest in working with computer components and other hardware

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations
- Experience in customer service
- Knowledge regarding technical skills, such as might be gained from a committed understanding at a technical work position or as a serious hobbyist
- Ability to identify computer components and other hardware
- Previous Free Geek volunteer or work experience