

Receiving, Sorting & Recycling Associate Job Description



Department:	Receiving and Recycling	FLSA Status:	Non-Exempt
Reports To:	Manager of Receiving & Recycling	Physical Strength:	Moderate
Salary:	\$19.50/hour	Class:	Union

Summary

This position is responsible for efficiently and effectively carrying out the collection, sorting, recycling, and processing of incoming donations, including on-site and off-site collection of donations, in support of Free Geek's reuse activities by performing the following duties.

Essential Duties

1. Assists with donation pick-ups and drop-offs, including receiving from the public, driving the Free Geek vehicles, tallying, loading, and unloading materials.
2. Accurately sorts a wide variety of items into many different categories, including isolating data-bearing devices/components and performs secondary quality control checks.
3. Manually disassembles computers and other electronics to recover components that are reusable, recyclable and/or data bearing.
4. Trains, oversees, schedules, coordinates, and motivates volunteers.

Job Duties

- Works 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.
- Ensures the effective flow of materials in the Recycling area and other day-to-day operations of the warehouse.
- Provides timely, safe, and courteous service to all individuals donating materials to Free Geek.
- Communicates the needs of all areas with other Free Geek staff and volunteers.
- Mentors volunteer interns.
- Asks donors for financial contributions to support Free Geek's mission.
- Ensures chain of custody and receiving documents are properly routed.
- Ensures safety, Oregon e-cycles, and data security compliance.
- Recommends and implements improvements and achieves performance goals and metrics in Receiving and Sorting areas.
- Maintains and monitors work and storage areas, equipment, safety standards, tool needs and traffic flow.
- Share box truck and forklift driving responsibility following training.
- Stocks production areas with needed hardware and components.
- Keeps work areas clean and organized.
- Operates a pallet jack.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from the manager.

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- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

No prior experience or training. Ability to maintain a calm, positive, and professional attitude at all times in a busy environment, required. Aptitude for engaging, instructing, and positively influencing the energy level of others, required. Ability to work as part of a team and coordinate with teammates to determine daily responsibilities and priorities, required. Demonstrated confidence and competence working with diverse populations, preferred. Aptitude for and interest in, the economics, logistics, technology, and/or best practices of recycling, preferred. Previous Free Geek volunteer or work experience, preferred. Enthusiasm for innovation and working towards making regular, positive improvements to the work area. Customer service experience, preferred. Bilingual, preferred.

Certificates, Licenses and/or Registrations

Valid driver's license and acceptable driving record, required. Forklift certification, preferred, however training will be provided.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Computer Skills

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, download forms, and preserve/backup important data.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to use hands and fingers, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

This position requires frequent computer use. The employee is occasionally exposed to work near moving mechanical parts and outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 lbs.

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____