

**GOODWILL INDUSTRIES – KNOXVILLE, INC.
JOB DESCRIPTION**

Contracts Recycling Sorter– JOB # NT011

DEPARTMENT: Contracts

DISTRIBUTION DATA: 726030

EMPLOYMENT STATUS: Full or Part Time/Non-Exempt/Hourly

REGULAR WORK SCHEDULE: 7:00 a.m. – 4:30 p.m.; Monday – Friday.

SALARY WAGE GRADE/RANGE: _____

REPORTS TO: Contract Recycling Operations Supervisor, Director of Risk Management/Safety or VP of Operations/Contracts

GENERAL OVERALL PURPOSE/OBJECTIVE OF POSITION: Responsible for assisting in the sorting and processing of commingled recyclables delivered to the Rock Tenn Contract Site. Removes non-recyclable material (contaminants) and sorts by commodity type.

SUPERVISION RECEIVED: Moderately. Works under the direct supervision of the Contract Recycling Operations Supervisor, Director of Risk Management/Safety or VP of Operations/Contracts

SUPERVISION EXERCISED: Assists in the supervision of Clients assigned to work at the contract site.

MINIMUM EDUCATION REQUIREMENTS: HS Diploma or GED Equivalent. Experience considered in lieu of a degree.

RECYCLING PROGRAM ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Responsible for ensuring the completion of all daily operations of the contract site, as assigned.
 1. Responsible for materials sorting by commodity, placing recyclables in appropriate bins for additional processing.
 2. Responsible for quality control by proper sorting of materials according to market specifications and removal of all contaminants prior to baling/processing for market.
 3. Responsible for ensuring that a clean, organized, and safe work area is provided at all times and is returned to starting condition at the end of each shift and/or as directed by the Contract Recycling Supervisor or Contract Site Supervisors.
 4. Responsible for ensuring that the outside area around the contract site remains clean and free from recyclables, donations, debris, trash, etc.
 5. Responsible for working where assigned and to ensure successful daily operation of the contract site.
- B. Responsible for attending all required In-Service meetings and Community involvement activities as requested by the VP of Operations/Contracts.
- C. Responsible for working cooperatively with all other GWIK staff to ensure the success of all GWIK functions and operations.
- D. Responsible for reviewing and learning the policies and procedures contained within the Personnel Manual.
- E. Responsible for maintaining satisfactory attendance and punctuality for themselves based on GWIK policies and procedures.
- F. Responsible for working under the direct supervision of the Contract Recycling Operations Supervisor and/or VP of Operations/Contracts to accomplish all the department's essential duties and responsibilities, including all other duties as assigned by the Contract Recycling Operations Supervisor, the Director of Risk Management/Safety and/or the VP of Operations/Contracts.

RECYCLING SORTER ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for picking off the conveyor belt and opening bags of commingled recyclables and/or handling loose recyclables for sorting and processing.
2. Responsible for sorting recyclables by commodity (separating paper, plastic, glass, metals or other materials by material-type) and placement in proper bin or baler for additional processing.
3. Responsible for additional sorting of some materials into different grades for processing and storage, such as paper or plastics by type, etc.
4. Responsible for separating, handling and processing of mixed industrial loads of waste, including pallets, cardboard and plastics.
5. Responsible for maintaining high quality market standards by removing all non-recyclable materials (contaminants) from the incoming material and ensuring that only suitable materials are placed in the appropriate bins or baler for processing.
6. Responsible for keeping the assigned work area neat, clean, and safe and for reporting all unsafe conditions to the Contract Recycling Operations Supervisor, the Director of Risk Management/Safety and/or VP of Operations/Contracts.
7. Responsible for assisting in material baling, as needed (if appropriately trained).
8. Responsible for assisting in handling (baling or placement in container) of garbage for appropriate collection.
9. Responsible for daily facility clean-up, as needed and assigned.
10. Responsible for assisting in the supervision of Clients assigned to the Rock Tenn Contract.

ANNUAL PERFORMANCE STANDARDS:

POINTS RANGE	STANDARD
0-20	Proper Materials Handling, Sorting & Contaminant removal
0-20	Yield of Quality Materials: Assumes responsibility for producing a clean sort of incoming recyclables to ensure good market standing.
0-20	Housekeeping/Safety: Maintaining a clean and safe environment minimizing accidents by working safely and following all GWIK policies and procedures. Maintains a clean and pleasant work area and facility. Operates and maintains equipment as per specifications. Reports any problems to supervisor.
0-20	Follows Directions: Ability and willingness to follow directions from the Contract Recycling Supervisor and/or Director of Risk Management/Safety regarding sorting specifications, as needed. Stays on task to get the job completed in a timely manner.
0-10	Promoting Teamwork: Supports the Recycling Supervisor and abides by the Goodwill policies and procedures. Maintains a positive demeanor at all times. Maintains positive communication with all co-workers. Remains flexible when presented with new ideas or changes.
0-10	Initiative: Takes initiative to complete tasks without being asked. Always taking steps to improve the MRF operation. Willingness to work whenever and wherever needed. Takes initiative to promote safety/security consciousness.

REQUIRED TECHNICAL SKILLS/ABILITIES: Must know which materials can be recycled and the sorting and grading requirements for different materials. Must have the ability to understand and follow basic instructions. Must possess common sense in safety, know safety procedures and lifting techniques.

REQUIRED LICENSES, CERTIFICATES, REGISTRATIONS: May be trained to operate baler.

MINIMUM EXPERIENCE REQUIREMENT: Six months related experience and/or training.

ACCESS TO CONFIDENTIAL INFORMATION: None.

HANDLE ORGANIZATIONAL FUNDS: Not part of this position's requirement.

LANGUAGE SKILLS REQUIRED: Level 1

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS REQUIRED: Level 1

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.

REASONING ABILITY REQUIRED: Level 1

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS:

	AMOUNT OF TIME IN JOB			
	None	Under 1/3	1/3-2/3	Over 2/3
Standing	_____	_____	_____	<u> X </u>
Walking	_____	_____	<u> X </u>	_____
Sitting	<u> X </u>	_____	_____	_____
Using hands to feel or handle	_____	_____	_____	<u> X </u>
Reaching with hands and arms	_____	_____	_____	<u> X </u>
Climbing or balancing	_____	<u> X </u>	_____	_____
Stooping, kneeling, crouching, or crawling	_____	_____	<u> X </u>	_____
Twisting, bending, and turning	_____	_____	<u> X </u>	_____
Weight lifted or force exerted:	None	Under 1/3	1/3 – 2/3	Over 2/3
Up to 10 pounds	_____	_____	_____	<u> X </u>
10 – 25 pounds	_____	_____	_____	<u> X </u>
25 – 50 pounds	_____	_____	<u> X </u>	_____
50 – 100 pounds	_____	<u> X </u>	_____	_____
Over 100 pounds	<u> X </u>	_____	_____	_____

SPECIAL VISION REQUIREMENTS: Must have good close and distance vision, have the ability to adjust focus, have good peripheral vision, and no color or depth perception problems.

ENVIRONMENTAL CONDITIONS: Work around moving mechanical parts, traffic conditions, hot and humid conditions, cold and damp conditions, fumes/airborne particles, outdoor weather conditions, extreme hot/cold conditions, smells, dirt, cement floors and vibration.

NOISE LEVEL IN WORK ENVIRONMENT: Moderate to Loud.

OTHER SPECIAL REQUIREMENTS: Must have reliable transportation to and from work. Must be quick, efficient, adaptable, reliable and punctual. Must be willing to wear safety equipment, as required, including: safety gloves, eye goggles, ear muffs, work boots and overalls.

Initial: 2/09; Revised 11/09