GOODWILL INDUSTRIES – KNOXVILLE, INC.
JOB DESCRIPTION

Contracts Recycling Sorter– JOB # NT011

DEPARTMENT: **Contracts**

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

REGULAR WORK SCHEDULE: **7:00 a.m. – 4:00 p.m.; Monday – Friday. Hours may vary and fluctuate based on the needs of the contract site. Mandatory overtime**

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

SUPERVISION RECEIVED: Moderate: Works under the direct supervision of the Contract Recycling Supervisor, Lead Contract Recycling Sorter, and the Commercial Services Coordinator.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **A. Responsible for ensuring the completion of all daily operations of the contract site, as assigned.**
  1. **Responsible for sorting materials by commodity and placing recyclables in appropriate bins for additional processing.**
  2. **Responsible for quality control by properly 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 maintained 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 Safety training as requested by the Commercial Services Coordinator, the Safety Director and/or the Contract Site.**
- **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 Supervisor and/or Commercial Services Coordinator to accomplish all the department's essential duties and responsibilities, including all other duties as assigned by the Contract Recycling Supervisor and/or Commercial Services Coordinator.**

ANNUAL PERFORMANCE STANDARDS:

POINTS RANGE	STANDARD
0-30	Proper Materials Handling, Sorting & Contaminant removal
0-30	Yield of Quality Materials/Initiative--Assumes responsibility for producing a clean sort of incoming recyclables to ensure good market standing. Takes initiative to complete tasks without being asked. Always taking steps to improve the overall operations. Willingness to work whenever and wherever needed. Takes initiative to promote safety/security consciousness.
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/Promoting Teamwork--Ability and willingness to follow directions from the Contract Recycling Supervisor and/or After Market Director regarding sorting specifications, as needed. Stays on task to get the job completed in a timely manner. Maintains a positive demeanor at all times. Maintains positive communication with all co-workers. Remains flexible when presented with new ideas or changes.

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: None

MINIMUM EDUCATION REQUIREMENTS: None

ACCESS TO CONFIDENTIAL INFORMATION: None

HANDLE ORGANIZATIONAL FUNDS: Not part of this position's regular duties

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: This is a MEDIUM job (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs. of force constantly to move objects.)

AMOUNT OF TIME IN JOB

	None	Occasionally	Frequently	Constantly
Standing				X
Walking			X	
Sitting	X			
Using hands to feel or handle				X
Reaching with hands and arms				X
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling			X	
Twisting, bending, and turning			X	

VISIUAL 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. Must be willing to wear safety equipment, as required, including: safety gloves, eye goggles, ear protection, work boots, hard hats and overalls.**

DISCLAIMER: **This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member but rather to provide a solid foundation for all staff members to become familiar with their assigned position and department. Refusal to perform assigned duties will be considered insubordination and is cause for immediate dismissal.**

Reviewed 10/18; Revised 11/17; Revised 12/16; Revised 7/16; Reviewed 12/15; Reviewed 12/14; Reviewed 12/13; Reviewed 12/12; Revised 11/11; Revised 11/10; Revised 11/09; Initial 2/09