

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

Recycling Operations Assistant – JOB # NC031

DEPARTMENT: Goodwill Materials Recovery Facility (GMRF)

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

REGULAR WORK SCHEDULE: 7:00--6:00 p.m.; variable; Monday – Friday, with 7:00 am-2 pm Saturdays, as scheduled, variable depending on demands of work load.

GENERAL OVERALL PURPOSE/OBJECTIVE OF POSITION: Assist in overseeing general operations of the GWIK document destruction operations and assisting the supervisor with managing, maintaining, training all staff and clients regarding appropriate safety practices at GWIK’s Recycling Facilities. Assists in the supervision and efficiency of all recycling activities including document destruction.

SUPERVISION RECEIVED: Moderate: Reports to Recycling Operations Supervisor on day-to-day activities.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Responsible for ensuring the completion of document destruction operations and all other daily operations of the Goodwill Material Recovery Facility (GMRF) HUB, as assigned.
- B. Responsible for materials receiving, including, documents, mixed residential and industrial materials, as well as textiles and other sorted materials. This includes guiding trucks into the loading docks, safe and efficient off-loading, storage and record keeping.
- C. Responsible for maintaining compliance with all document destruction guidelines and compliance to specifications of all document destruction contracts.
- D. Responsible for Basic Maintenance of Shredding equipment and notifying Managers of any needed repairs.
- E. Responsible for professionally assisting citizens in unloading of recyclables in a courteous manner.
- F. Responsible for accurate materials sorting by commodity, weighing materials, baling/processing, storing and shipping, as required for marketing.
- G. Responsible for quality control by proper sorting of materials according to market specifications and removal of all contaminants prior to baling/processing for market.
- H. Responsible for loading materials for shipment to market. Use of pallet jack or forklift to load materials (if trained and authorized to operate forklift).
- I. Responsible for proper record keeping and maintenance of accurate incoming and outgoing materials records (if trained and authorized to operate forklift). Records must be maintained by commodity, weight, date and contract.
- J. Responsible for ensuring that all trash and garbage is disposed of properly (baled or containerized) and set at the curb for collection by City, or County crews (as appropriate) or placed in commercial garbage dumpster.
- K. Responsible for maintaining a clean, organized, and safe facility and work area both inside and outside. Responsible for additional cleaning duties, as assigned.

ANNUAL PERFORMANCE STANDARDS:

POINTS RANGE	STANDARD
0-50	Assist in general operations/floor management for document destruction and GMRF.
0-15	Off-loading & loading of materials for document destruction.
0-15	Maintenance of proper and accurate records for document destruction.
0-10	Supervision of recycling staff, effectively managing and training staff and holding each accountable for their assigned job duties. Good listening skills and remains calm when faced with problems.
0-10	Promoting Teamwork/Leadership Supports the Commercial Services Coordinator and Goodwill policies with all staff. Provides leadership throughout the entire organization. Fosters goodwill and motivation with all staff and Participants. Maintains a positive demeanor at all times. Open to new ideas or changes. Willingness to work whenever and wherever needed. Takes initiative to promote safety/security consciousness.

REQUIRED TECHNICAL SKILLS/ABILITIES: Must be able to operate all forklifts, balers, and any other equipment used in the Recycling facilities. Must be able to perform general maintenance on all equipment. Must possess common sense in safety, know safety procedures and lifting techniques. Must be able to maintain accurate records of incoming and outgoing materials. Must be able to supervise GMRF staff.

REQUIRED LICENSES, CERTIFICATES, and REGISTRATIONS: Must be able to operate horizontal and vertical balers. Must be certified to operate forklifts. Must have background check and security clearance.

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

MINIMUM EDUCATION REQUIREMENTS: None

ACCESS TO CONFIDENTIAL INFORMATION: Confidential materials from customers,

HANDLE ORGANIZATIONAL FUNDS: Not part of regular duties

LANGUAGE SKILLS REQUIRED: Level 2

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.

MATHEMATICAL SKILLS REQUIRED: Level 2

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY REQUIRED: Level 4

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

PHYSICAL DEMANDS: This is a MEDIUM position (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	_____	_____	_____	<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>

VISUAL 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.

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.

Revised 11/17; Revised 11/16; Revised 5/16; Revised 11/15; Revised 12/14; Revised 12/13; Reviewed 12/12; Reviewed 11/11; Revised 11/10; Revised 11/09; Revised 3/09; Reviewed 12/08; Reviewed: 12/07