

Helping the needy get nerdy since the beginning of the third millenium...



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JOB TITLE: Logistics and Receiving Support Staff Member

CLASS: Bargaining Unit

CATEGORY: Regular (after Probationary)

STATUS: Part-Time, Hourly Wage, Non-Exempt

BENEFITS: Eligible

REPORTS TO: Receiving and Recycling Department Point Person

LAST UPDATED: January 26, 2012

JOB SUMMARY:

This position combines two areas of responsibility. One is the logistics end of the institutional donation program. This position will be responsible for scheduling pickup appointments with donors, driving to donor sites, and receiving hardware donations for Free Geek. These duties will account for approximately 50% of hours worked in this position. The second area of responsibility is supporting the on-site Receiving and Recycling operations of Free Geek. These duties will also account for approximately 50% of hours worked in this position. This position is represented by a union, and union membership is mandatory upon hire.

DETAILED RESPONSIBILITIES:

- * Maintain communications with current corporate/institutional donors.
- * Field incoming requests for pickups/donations.
- * Negotiate services and prices with donors of all levels.
- * Establish a schedule for expected donations from ongoing donors to use for work flow forecasting in the Production areas of Free Geek.
- * Schedule pickups and pick up donations of computer hardware with Free Geek's truck.
- * Responsible for correct accounting of items within the donation and receipt/invoice creation, including sending to donors.
- * Facilitate deliveries with Free Geek partners/vendors.

- * Welcome donors and help them unload their hardware donations, maintain the flow of gizmos appropriately, and teach volunteers basic intake procedures.
- * Work with Non-Profit Apprentices and other staff as necessary to ensure that the Receiving and Recycling areas run smoothly.
- * Attend committee meetings as necessary.
- * Positively represent Free Geek and its mission to the public at large.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- * Detail oriented, solid organizational skills.
- * Excellent written and verbal communication skills.
- * Possession of valid Oregon driver's license and clean DMV Driver Record.
- * Able to lift up to 75 lbs occasionally, and 50 lbs repeatedly.
- * Patient and courteous with the public.
- * Extremely comfortable using computers, with the ability and willingness to learn how to use Free Geek communication tools, including wiki, RT, database, etc.
- * Able to work in an informal, friendly environment with a diverse staff AND to understand what professionalism means in this kind of environment.
- * Not afraid to ask questions, but able to work on projects almost entirely without supervision .
- * Able to remain flexible as Free Geek grows and changes.
- * Operate a 16' box truck, fork lift, liftgate and pallet jack (training provided).