



Transforming used technology into opportunity, education and community

1731 SE 10th Ave. Portland, OR 97214

503-232-9350

info@freegeek.org

www.freegeek.org

JOB TITLE: Recycling Staff Member
CLASS: Bargaining Unit
CATEGORY: Regular (after Probationary)
STATUS: 0.8-1.0 FTE, Hourly Wage, Non-Exempt
BENEFITS: Eligible
REPORTS TO: Receiving & Recycling Manager
LAST UPDATED: December 18, 2013

JOB SUMMARY:

This position supports the efficient and effective flow of materials in the Recycling area and other day-to-day operation of the warehouse. This position participates in job-related group meetings to help develop programs and procedures. A substantial minority of ongoing duties will be outside of Recycling to facilitate communication and knowledge sharing with one or more other areas. This position is represented by a union, and application for union membership is mandatory upon hire.

DETAILED ESSENTIAL RESPONSIBILITIES:

- Train, supervise, schedule, coordinate and motivate volunteers.
- Keep abreast of relevant (and frequent) emails.
- Actively participate with other staff in keeping areas in line with Free Geek philosophy and capabilities.
- Communicate with other Free Geek staff and volunteers about the needs of all areas.
- Maintain and monitor recycling areas.
- Maintain and monitor storage areas.
- Prioritize recycling tasks.
- Share responsibility for evaluating and improving warehouse layout, usage, traffic, tool needs and material flow.
- Daily routine maintenance of forklift and other machinery as needed.
- Participate in scheduling recycleable material pickups with recycling/transportation vendors.
- May share forklift driving responsibility following training.
- May share pallet jack operation responsibility following training.
- Other duties as assigned.



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REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to maintain a calm, positive and professional attitude at all times in a sometimes chaotic environment.
- Aptitude for directing, instructing and positively influencing the energy level of others.
- Experience working with volunteers.
- One year of full-time electronics recycling experience.
- Ability to consistently follow policies and procedures.
- Strong organizational skills and attention to detail.
- Fluency in spoken and written English.
- Good interpersonal skills.
- Demonstrable self-motivation and personal initiative.
- Proficiency with using standard office software.
- Ability to learn Free Geek documentation tools.
- Reliability and punctuality.
- Ability to lift and carry at least 50 pounds on a regular basis.
- Must not be afraid to ask questions, but must be able to work without direct supervision on a regular basis.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.
- Possession of valid Oregon driver's license and clean DMV Driver Record if taking on forklift driving responsibilities.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- 2-4 years of full-time electronics recycling experience.
- Six months of full-time experience in a position with machinery maintenance responsibilities.
- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Ability to identify computer components and other hardware.
- Previous Free Geek work or volunteer experience.