

**JOB TITLE:** Receiving Associate

**CLASS:** Bargaining Unit

**CATEGORY:** Regular (after Probationary)

**STATUS:** Full-time, Hourly Wage, Non-Exempt

**BENEFITS:** Eligible

**REPORTS TO:** Receiving & Recycling Manager

**LAST UPDATED:** February 28, 2013



### **JOB SUMMARY:**

This entry-level position combines two busy areas of responsibility. This position efficiently and effectively supports the hardware donations Receiving operations of Free Geek. This position also 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. 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.
- Assist with community pickups (involves heavy lifting).
- Manage flow of item through the hardware donations receiving area.
- Welcome donors and help them unload their hardware donations.
- Tally donations in accordance with all applicable laws and regulations.
- Communicate with other Free Geek staff and volunteers about the needs of all areas.
- Share responsibility for warehouse layout and traffic flow.
- Maintain and monitor recycling areas.
- Maintain and monitor storage areas.
- Prioritize recycling tasks.
- May share forklift driving responsibility following training.
- Other duties as assigned.

### **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.
- 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 up to 75 lbs occasionally, and 50 lbs repeatedly.
- 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:**

- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Previous volunteer or community service experience.