

**JOB DESCRIPTION
PROCESSING TECHNICIAN**

May 2021

Job Title: Processing Technician
Reports to: Warehouse Supervisor
Hours: Full Time - 5 days per week 7:00 am – 4:00 pm (occasional Saturday hours)

(Days, hours and times may vary depending on location needs)

Job Summary: Processing of recyclable materials by sorting, shearing, baling, shredding, or stripping.

Duties Include (but are not limited to):

Sorting materials
Baling materials
Shearing materials to fit in bins or to separate different types of materials
Operating various types of processing equipment
Packaging products (stretch wrapping, boxing, and palletizing units)
Assisting other personnel in production or with customers as needed
Assist in maintaining a safe work environment and following our policies and procedures
Perform routine equipment maintenance
Assist in facility housekeeping
Assist off site at customer locations and recycling events as scheduled

Skills Needed:

Dependable and punctual attendance
Ability to quickly learn about materials we process
Comfortable working outdoors and indoors
Workig efficiently on your own or cooperatively with a team
Able to use basic hand tools and power tools

Education:

High school diploma or GED required

Experience Preferred:

Forklift operation
Warehouse material handling experience
Mechanical or maintenance experience
General computer knowledge

Requirements:

Must be 18 years or older
Valid drivers license, transportation, and good standing driving record
Must be physically capable of lifting and moving 75 pounds

I have received and understand the above job description.

Date

Signature: