

Valley Community for Recycling Solutions
Materials Handler Job Description

Reports to: Material Handler
Classification: Non-Exempt

Date: September 22, 2021
Status: Full-Time

Job Summary:

The primary function of the Materials Handler position is to collect, sort and bale materials under the direction of the Operations Manager.

Essential Functions:

- Assist with the drop-off of incoming materials
- Follow and apply all safety regulations, practices, and programs
- Accurately weigh bales and record same, as required
- Provide professional assistance to volunteers, visitors, and staff
- Assist in training and coordinating work activities with/for volunteers
- Act as team leader for volunteers, as directed, and assist in training & coordinating volunteer work activities
- Respond to routine work assignment changes as necessary/instructed to meet needs and/or deadlines
- Work as an effective team member
- Work independently in a successful manner, as directed
- Provide coverage for co-workers by performing alternative duties when requested
- Accurately respond to general VCRS inquiries; redirect to appropriate staff, as necessary
- Willingness to train, be certified and to operate balers, forklift and loader

Qualifications:

- Knowledge and experience working around moving equipment
- Ability to be physically active from medium to heavy types of work to include bending, lifting, tying, carrying, stooping, etc.
- Ability to work for extended periods of time in various environmental conditions (wet, cold, windy, dusty, etc.)
- Ability to work effectively in an environment where job assignments and priorities are modified on a sometimes daily basis
- Ability to exercise sound judgment on the job
- Ability to add, subtract, multiply, and divide or adept at using a calculator in all units of measure using whole numbers, common fractions and decimals
- Ability to consistently work successfully and in a kind, compassionate manner with a diverse public
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule formats
- Ability to identify and resolve problems in a timely manner
- Ability to safely work near moving mechanical parts and machinery
- Specific vision abilities required by this job include color vision, close vision, depth perception, and ability to adjust focus
- Ability to effectively communicate in English
- Ability to read and accurately interpret documents, including safety rules and procedural manuals

Laborer/Materials Handler Accountabilities:

- The mission of VCRS is demonstrated in the efforts of this person, at all times
- Observes safety and security procedures at all times; properly uses equipment and materials
- Essential and non-essential functions are consistently performed in a high level manner
- Prepares and submits work-related documentation in a timely and accurate fashion
- Demonstrates accuracy and thoroughness when completing all assigned tasks
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments
- Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly and accurately
- Communications are effective and professional
- Punctual and regular attendance is accurately reported on timesheets each reporting period

- Confidentiality of all volunteer information, as well as proprietary business practices, are protected and assured at all times
- Accurate and timely completion of other duties, as assigned

General information:

The above statements are intended to describe the general nature and level of work expectation assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The employee must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance, as appropriate.

Please sign below indicating you have read the above information and understand the contents of this job description.

Signature

Date