



JOB TITLE: Scrapper/Sorter/Pick-up
DEPARTMENT: Warehouse
SUPERVISOR: Cinda Ness

E Cyclers of Idaho is an electronic recycling business that must adhere to certain policies of professionalism, safety, security, and organization. E Cyclers of Idaho strives to maintain a standard of excellency with unmatched customer service in the industry of computer sales and electronic recycling.

GENERAL JOB DESCRIPTION

Safely and responsibly tearing apart electronic devices, efficiently managing warehouse space, sorting electrical and other components correctly, picking up appropriate materials and safely transporting them back to the warehouse, and correctly documenting the processes. If any questions arise on roles, responsibilities, and tasks, reach out to manager for additional direction and instruction.

MAJOR DUTIES AND RESPONSIBILITES

Disassemble electronics safely and responsibly and sort them correctly in appropriate bins according to type and grade of unit and circuit board. Maintain a clean and safe work area at all times. After each day, clean up your work station by sweeping and putting tools away. Heavy lifting may be required. Correctly label and organize totes of material in correct designated areas. Correctly and effectively document the processing of each tote of material. When necessary, material pick ups will be scheduled, make sure to prepare with the correct equipment, (carts, totes, pallets, trailers, documentation, etc.), and pick up the material/electronics in a safe and professional manner. When doing a pick-up, maintain the highest professionalism to appropriately represent E Cyclers of Idaho and document the picked up items correctly and effectively. Safely and responsibly remove all hard drives and data containing devices from any and all electronics containing data. Appropriately organize hard drives and devices containing data into correctly marked and designated customer areas, (data destruction room).

MINOR DUTIES AND RESPONSIBILITIES

Good and effective communication with other employees, managers, and leads in other departments Staying organized, clean, and professional. Staying on task. Sweep and organize work station and area after each day. Make sure tools and equipment are returned to their correct place. Keep floors clear and open. When taking apart electronics, do so in a careful manner as not to destroy components that may have value for resale.

QUALIFICATIONS FOR THE JOB

Education:

High School Diploma or GED.

Experience:

Experience with a forklift and pallet jack. Experience with drills and tools. Drivers license.

Other:

Accountability, responsibility, and respect. Good work ethic and effective communication.

KEY COMPETENCIES

Organized Sorting
Efficient and Functional Organization Skills
Effective Communication Skills
Effective Customer Service
Willingness to learn
Data Analysis and Documentation

PHYSICAL REQUIREMENTS

Heavy lifting, standing, bending, and occasional climbing.

Signature Approved By:

Daniel Forbush

Date Approved:

09-26-2023

Date Last Reviewed:

09-26-2023

Last Reviewed By:

Daniel Forbush