

**Killeen Independent School District
Job Description**

Job Title: Recycle Warehouse Worker
Department: Property Management
Reports To: Property Management Lead Warehouse Worker
FLSA Status: Non-exempt

SUMMARY

Loads, unloads, processes, and packages recycled products.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Prepares a weekly recycle report and maintains recycle supply inventory.

Assists in receiving, storing, issuing and delivering of equipment, tools, and supplies to and from the warehouse.

Verifies accuracy of warehouse material and recyclables by counting, weighing, or measuring items and comparing size, weight and description to vendor documentation.

Maintains compliance with local, state and federal recycling guidelines, warehouse standard operating procedures and applicable directives.

Compares code numbers with information on invoice or packing slip and purchase orders; records, identifies, and reports discrepancies or damage.

Marks material with appropriate identifying information.

Opens crates and other containers using hand tools to unpack items received and inspects for damage and defects.

Sorts, compacts and temporarily stores recyclable products for pick up by authorized vendor.

Sorts and stores items on rack shelves, or in bins according to predetermined sequence such as size, style, color, or product code using accepted warehousing techniques.

Operates electric baler.

Arranges stock parts in specified sequence for assembly.

Maintains an accurate record of recyclable product weight and type received from each customer.

Drives truck to pick up recyclables or deliver materials. Obtains authorized signature(s) for material requested or picked up.

Reads and fills requisitions for stock items; verifies accuracy of order pulled.

Moves inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack, and handcart.

Loads and unloads delivery truck by hand or by use of pallet jack or forklift.

Performs location surveys, records, audits, and inventories.

Detects needed repairs on vehicles and equipment by following established inspection procedures.

Performs such other tasks as may be assigned by the Property Management Lead Warehouse Worker or Supervisor for Property Management Services.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or General Education Degree (GED). Knowledge of or experience in recycling operations and equipment preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, regulatory requirements and procedure manuals. Ability to write routing reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current Class A or B Commercial Driver's License or be able to obtain the Class A or B Commercial Driver's License within 90 days of being hired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work outside and inside, work around machinery with moving parts, work around moving objects or vehicles, work on ladders and scaffolding, exposed to dampness, humidity, hot and cold weather, and slippery or uneven walking surfaces. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES

Ability to operate light truck (less than 26,000 lbs). Use computer, hand tools, forklift, ladder, dolly, scaffolding, and pallet jack.

Reviewed/Revised By: Bruce Minzenmayer, Auxiliary Human Resources Coordinator

Reviewed/Revised Date: October 12, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.