



## POSITION DESCRIPTION

*Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at three locations in the Twin Cities.*

**TITLE:** Sorting Specialist

**REPORTS TO:** Sorting Lead

**LOCATION:** Tech Dump HQ, 860 Vandalia Street, St Paul MN 55114

### **SUMMARY:**

The Sorting Specialist will provide manufacturing knowledge and excellence to deliver a safe and impactful operation. This position will require quality assurance experience, dismantling and proper sorting of electronics, experience in a warehouse setting, forklift certification, and basic computer knowledge and usage.

### **ESSENTIAL ACCOUNTABILITIES:**

- Provide daily oversight to the sorting area, ensuring productive & safe employees.
- Able to learn quickly and properly sort various components into proper categories.
- Identify primary material sorter online, ensuring materials end up in a proper location.
- Track weights and other metrics to communicate progress to the team.
- Assist in training and onboard new sorting employees.
- Follow and enforce all safety & R2 regulations and precautions.
- Able to stand for extended periods of time.
- Keep the work area clean.

### **QUALIFICATIONS AND EXPERIENCE:**

- Drug-free, with pre-employment drug testing.
- Previous experience in electronics sorting, quality assurance in a warehouse setting.
- Availability to work frequent Saturday events from March-November.
- Ability to lift heavy boxes and items (75-100 ).
- Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.



**Additional Position Information:**

*Pay Range:* \$11.00 - 14.00/hour, DOQ

*Classification:* Non-exempt, according to FLSA guidelines.

*Physical Requirements:* The warehouse environment includes regular standing and lifting of approximately 50#, loud noises, fluorescent lighting, dusty area.

*Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.

*Other:* Occasional evening or weekend availability may be necessary.

*This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.*

*Tech Dump is an equal opportunity employer.*

Updated on 04/15/2020