



Goodwill Industries of San Diego County

## Paper and Plastic Sorter

---

Department: Document Destruction  
FLSA Status: Non-Exempt  
Grade/Level: 1  
Work Schedule:  
5 Days a Week

Job Status: Full Time  
Reports To: Document Destruction Supervisor  
Amount of Travel Required: No travel required  
Positions Supervised:  
None

### POSITION SUMMARY

Sorts plastic and paper products in the Document Destruction department.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Removes paper and paper clips from file folders.
- Sorts paper by color and plastic items by type as required.
- Occasionally lifts banker boxes of paper weighing up to 25 pounds.
- Occasionally feeds shredder with paper and plastic for shredding.
- Occasionally acts as a material handler and will lift totes weighing up to 25 pounds.
- Occasionally cleans outside of bins before they are delivered to customer.
- Occasionally does light cleaning, like sweeping, vacuuming and dusting.
- Keeps all information on documents confidential.
- Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.
- Promotes and demonstrates cooperation and teamwork. Assists and shares knowledge and information regarding department issues with other employees as needed.
- Uses good interpersonal skills such as courtesy, sensitivity, politeness, and thoughtfulness.
- Works with, and acts as a good example for participants at all times.
- Responsible for assisting Workforce Development Director implement and promote continuous improvement systems that result in participants, employers, referring agencies, board and care, parents, and customers receiving quality services and products.
- Responsible for assisting Director implement systems resulting in maximizing productivity and revenue, as well as eliminating waste.

- Follows all safety rules and regulations and acts safe at all times.
- Abides by all Goodwill Industries policies and procedures.
- Maintains a safe, organized, efficient and neat work area and assists others in doing the same.
- Performs other duties as required.

POSITION QUALIFICATIONS

Competency Statement(s)

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Reliability - The trait of being dependable and trustworthy.

SKILLS & ABILITIES

Education : Less than high school education

Experience : No prior experience necessary

Computer Skills

None

Certificates & Licenses

None

Other Requirements

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

- N (Not Applicable) Activity is not applicable to this occupation.
- O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

WORK ENVIRONMENT

Very dusty warehouse environment.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Approval: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.