



## Cardboard Collector

### Position Description

#### I. JOB SUMMARY:

This position is responsible for collecting, sorting, and processing cardboard and plastic wrap throughout the warehouse, as well as operating a baler machine to compress recyclable materials.

#### II. ESSENTIAL FUNCTIONS:

- Collect cardboard and recyclable materials from designated areas with the warehouse.
- Sort and prepare materials for processing.
- Operate and maintain cardboard baler equipment safely and efficiently.
- Tie, stack, and store bales according to Company procedures.
- Follow all safety guidelines and report any equipment issues or safety concerns.
- Any other associated function required to complete the tasks assigned by the Manager according to the Team Member's skills and abilities.

#### III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be able to stand and bend for entirety of the shift.
- Lift up to 20 pounds repeatedly and 50 pounds occasionally.
- Use a manual pallet jack, hand cart, and other warehouse equipment.
- Ability to operate machinery.
- Work with little to no supervision with others or alone.

#### IV. Work Hours:

- Monday – Thursday, 3pm until end of shift.