

**Job Title:** E-Scrap Sorter  
**Department:** Warehouse  
**Reports to:** E-Scrap Supervisor  
**Organization Name:** ERI Inc  
**Organization Web Site:** <http://www.electronicrecyclers.com>  
**About Our Organization:** We recycle electronic equipment.  
**FLSA Status:** Non Exempt

**General Purpose:**

Sort E Scrap material that will be separated by commodities, stacked, and shipped to customers.

**Responsibilities:**

- Wear required Personal Protective Equipment at all times.
- Sort E Scrap by separating it into commodities such as hard drives, power supplies, mixed drives, and various circuit boards into stacks.
  - Identify left over material as consumer waste and prepare it for stacking.
- Team up with a partner to lift anything over 50lbs.
- Clear CRT material from area and place into box labeled “No Tag.”
- Working indoors in environmentally controlled conditions.
- Keeping area clean by sweeping 10 minutes before a break and before end of the shift.
- Report any ideas for efficiency and continuous improvement to Supervisors.
- Perform tasks while putting safety first.

**Working Conditions:**

Plant environment with exposure to dust, noise, equipment and machinery.

**Qualifications:**

Education and Experience: No specific requirement

Years of Experience: No specific requirement

**Physical Requirements:**

- Must be able to pass a pre-employment physical agility test given by our medical clinic.
- Physical agility is required to safely lift and carry 50 pounds: and to bend, stoop walk, reach overhead.
- Physical agility to push/pull, squat, twist, and turn without adverse physical injury is mandatory.

Activity	never	occasionally	Frequently	constantly
Sitting	X			
Walking			X	
Standing				X
Bending Neck			X	

Bending Waist			X
Squatting		X	
Kneeling		X	
Crawling		X	
Twisting Neck		X	
Twisting Waist		X	
Repetitive Hand Use			X
Simple Grasping R. Hand			X
Simple Grasping L. Hand			X
Power Grasping R. Hand	X		
Power Grasping L. Hand	X		
Pushing & Pulling R. Hand	X		
Pushing & Pulling L. Hand	X		
Reaching Above Shoulder		X	
Reaching Below Shoulder			X
Lifting			X

I have read and understand my job requirements and had the opportunity to ask and receive answers to my questions.

Date: \_\_\_\_\_

Employee

Signature: \_\_\_\_\_