

Document Destruction Shredder
Non-Exempt Part-time: \$8.50/HR
Full-time: \$9/HR

Essential Job Functions

- Primary responsibility of processing, sorting, shredding, and baling confidential documents and recyclable paper.
- Hand sort by grade, color, and different types of paper.
- Separate or sort file folders and binders.
- Deposit sorted paper into the correct receptacles.
- Inform supervisor if paper receptacles are filled.
- Prepare shredded and sorted paper for shipment, both baled and boxed.
- Clean up work area at the end of shift.
- Immediately report any unsafe conditions to supervisor.
- Understand and follow all safety rules and regulations.
- Wear the proper personal protective equipment when required, in the approved manner.
- If required, run automatic paper shredding machine.
- Maintain the working and physical condition of Goodwill property and facilities.
- Provide excellent customer service to both external and internal customers.
- Other duties as assigned.

Abilities

- Lift 20 pounds with frequent lifting and/or carrying objects weighing up to 10 pounds.
- Walk or stand to a significant degree involving some sitting, pushing, and pulling.
- Operate all equipment related to workstation or job.
- Perform all daily tasks correctly, thoroughly, and in a time efficient manner.
- Properly sort material processed
- Follow safety procedures and maintain a clean environment.