

**PSW**  
**194 West Poplar Avenue**  
**Porterville, CA 93257**

**Open to the Public until Friday 7/26/2024 @ 3:00 p.m.**

## Job Opportunity

<b>Posting Date:</b>	07/18/2024	<b>Internal Application Deadline:</b>	Monday-07/22/24 at 4:00 p.m.
<b>Position:</b>	General Laborer	<b>Departments:</b>	Recycling
<b>Grade:</b>	1 (\$16.00 – \$21.55)		
<b>Status:</b>	Regular - Full time		
<b>Job Summary:</b>	Must be able to work in production type contracts/work. Responsible for organizing, categorizing, and separating recycling products and materials brought in by customers. Will work in production environment. Will sort items and separate them into designated categories or destinations. May program and operate conveyors, scales, glass breaker and baler.		
<b>Supervision Received:</b>	Works under the general supervision of a Job Coach I or Job Coach II. Works under the direct supervision of the Recycling Manager, Program Supervisor III and/or Director of Business Services		
<b>Supervision Exercised:</b>	None		
<b>Education:</b>	Certificate of Completions from accredited school preferred but not required.		
<b>Special Skills &amp; Knowledge:</b>	1.General knowledge of unloading and sorting material from vehicles. 2. Must be friendly 3. Must be able to follow directions		
<b>Other Requirements (departmental)</b>	DOJ & FBI Fingerprinting/Live scan clearance Work in Inclement weather Work schedule varies (Monday- Saturday)		

**SEE JOB DESCRIPTION FOR DEPARTMENTS ATTACHED**

**Send Internal Applications to the Human Resources Department**

All PSW internal applicants must have an “usually meets” rating on current and/or immediate preceding year’s annual evaluation to be eligible to apply.

**For further information, please contact: 559-784-1399**  
**Olivia “BO” Ortiz ext. 1007 or Cheryl Haugen ext. 1015**

## Porterville Sheltered Workshop

# Job Description

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<b>Job Title:</b>	<b>General Laborer Recycling</b>
<b>Job Summary:</b>	Responsible for organizing, categorizing, and separating recycling products and materials brought in by customers. Will work in production environment. Will sort items and separate them into designated categories or destinations. May program and operate conveyors, scales, glass breaker and baler.
<b>Salary Grade:</b>	Grade 1
<b>Supervision Received:</b>	Works under the general supervision of a Job Coach I or Job Coach II.
<b>Supervision Exercised:</b>	None
<b>Education &amp; Experience Required:</b>	Certificate of Completions from accredited school preferred but not required.
<b>Special Skills &amp; Knowledge Required:</b>	<ol style="list-style-type: none"> <li>1. General knowledge of unloading and sorting material from vehicles.</li> <li>2. Must be friendly</li> <li>3. Must be able to follow directions</li> </ol>
<b>Job Essential Elements:</b>	<ol style="list-style-type: none"> <li>1. Must be able to pass a pre-employment drug screen, physical and TB test.</li> <li>2. Must be at least 18 years of age.</li> <li>3. Must be able to pass Department of Justice and FBI background check.</li> <li>4. Must be able to individually lift 50 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions.</li> <li>5. Must be able to use proper two person lifting techniques.</li> <li>6. Must work cooperatively with co-workers, agencies and customers while respecting their rights, including the right to privacy, dignity, and confidentiality.</li> <li>7. Must be at work when scheduled unless otherwise excused by supervisor.</li> <li>8. Must be able to communicate clearly and concisely, preferably in English both verbally and in written form.</li> <li>9. Must be able to work outside in various year-round climates to include inclement weather.</li> <li>10. Must demonstrate punctuality in the performance of all job duties.</li> <li>11. Wear proper safety equipment as required for the job.</li> <li>12. Observe all PSW policies and procedures</li> </ol>

13. Must be able to multi-task.
14. Must be able to complete all other duties as assigned.
15. Must be able to work in Saturdays, holidays, and any irregular shift as required to complete Cal Recycle requirements.

**Job Duties : Daily Duties:**

1. Must clock in and out daily when working.
2. Bale/shred newspapers.
3. Sort, bale aluminum, glass and plastic bottles.
4. Keep compound area clean.
5. Keep baled materials safely and neatly stacked in storage area.
6. Keep work area around balers and storage area swept and free from litter.
7. Maintain all posted exits, fire alarms, and fire extinguishers unobstructed.
8. Maintain driveways, drive through, and parking lot free of litter.
9. Check adjustments and safe operation of all power machinery daily before any operation.
10. Inspect work area for hazards; report any hazard to Job Coach or manager.
11. Make sure safety equipment is properly cleaned, maintained and stored when not in use. Clean machinery of excess grease, dust, cob webs, and etc.
12. Dump all trash receptacles at end of work shift.
13. Secure machinery and lock exit and roll-up doors.
14. Make sure to clock in and out for the day.
15. Report any unusual incidents to Job Coach or manager.
16. Attend meetings as required.
17. Ensure that work schedules are followed to include rest breaks and meal periods.
18. Other duties as assigned.