

**Position: Shredding Technician**

**Location of Position:** Sitka.

**Desired Experience:** At least entry level work at a job/s requiring learning of tasks leading to independently carrying out of those tasks, with positive reference from employer. The work experience can be paid work, volunteer work, high school activity work, or internship work.

**Requirements:** Must be age 18 or older. Ability to pass State of Alaska criminal background check. Ability to pass drug testing at hire. Ability to abide by confidentiality rules regarding any information contained on paper being shredded.

**Environment:** Shredding work takes place in a closed garage area, with a small workforce and one supervisor. Facility is in heart of downtown Sitka, easily accessible by public transportation.

**Hours available:** A minimum of 12 hours per week up to 20 hours per week, typically about 16 hours. All hours of available work start at 8 a.m. and end by noon or 2 p.m. As of late 2017, schedule is: 8 to 2 Monday and Tuesday and 8 to noon on Wednesdays.

**Wages:** \$9.84 an hour.

**How to apply:** Fill out a Job Application, which can be downloaded from this CFC website at the bottom of the page under the JOBS tab. Or use the State of Alaska Job Services standard Application form. Drop by Center for Community at 700 Katlian St., between 8 to 5, M – F and pick up an application. Email the application to [csipe@cfc.org](mailto:csipe@cfc.org), or fax to Sipe at fax 907-747-4868. Or drop off application at Center for Community office.

**For more details about the job, see the Position Description below.**

# **POSITION GUIDE: SHREDDING TECHNICIAN**

## **1.0 INTRODUCTION**

- 1.1 The purpose of this position guide is to establish and define the functional role, requirements, reporting relationships, authority, responsibilities, duties, and measurements of performance of the Shredding Technician, hired by Center for Community to work at Sitka SHREDS (a division of Center for Community).

## **2.0 FUNCTIONAL ROLE**

- 2.1 The Shredding Technician, performs routine shredding facility tasks, such as assisting to move boxes of paper to be shredded (using dolly or wheeled cart), preparing paper to be shredded (removing binders, folders, certain types of fasteners), inserting paper into mid-size shredder machines, removing bags of shredded materials from machines. Shredding Technician will also take turns with general light janitorial duties at shredding facility, such as sweeping floors and cleaning the bathroom. If Shredding Technician has a drivers license and clean driving record, technician may be asked to drive company-owned vehicle to deposit bags of shredded paper at recycling center.

## **3.0 REQUIREMENTS**

- 3.1 No Required Education or Experience:
- 3.2 Other Requirements:
  - Must be at least eighteen (18) years of age.
  - Must be able to pass State of Alaska criminal background check.
  - Must be able to pass drug testing.

### Skills, Knowledge, and Abilities:

Must be able to take verbal direction from supervisor, and to learn and retain basic shredding skills. Must be punctual and responsible with ability to work as part of a team effort. Must have ability to keep confidential any information about persons which the Shredding Technician may happen to see on papers being shredded.

3.3 Language Skills:

Must be able to speak and communicate effectively in the English language and be able to read and understand directions, warning labels, and emergency information.

3.4 Physical:

While performing the duties of this job, the Shredding Technician is frequently required to bend over, stand for periods of time, and use fine motor skills to remove binders or fasteners from paper and to count out paper for shredding. Shredding Technician may be required to push a broom, pick up trash.

It is typically required that employee stand or sit next to paper preparation tables or shredding machines for long periods of time, to frequently bend to pick up fallen papers or to insert or remove shredding bags from machines. Job occasionally requires short distance walking.

Repetitive use of the arms while preparing paper to insert into shredding machines. Repetitive use of arms and hands while lifting, carrying, moving objects, reaching out, reaching up, reaching down, grasping, turning of wrists and hands with different finger manipulations.

Employee may be required frequently to lift 15 to 20 pounds. Employee may be required occasionally to assist other employees to lift up to 35 pounds (together). Some accommodation can be made in the area of weight lifting if employee can meet other physical requirements.

3.5 Work Environment:

Work performed in this position is within a closed, secure shredding facility in the downtown Sitka area, easily accessible by public transit. At times there will be trips as a passenger in a Center for Community vehicle to assist other shredding facility staff to deliver bags of shredded paper to City recycling center.