

## **CRE& Triage Worker Level 1 Volunteer Position Description v0.01**

**Organization:** Computer Recycling Education & Training

**Job Title:** Supply Clerk & Custodian

**Objectives** There are two primary objectives. First, to ensure that inventory levels stay at appropriate levels. Second, to ensure that the facilities remain clean and attractive for all who make use of them.

**Duties and Responsibilities:** Supply Clerk will Inventory a huge variety of items throughout the facility. Clerk will maintain appropriate levels of supplies. Clerk will maintain appropriate levels of printouts. Clerk will clean all areas of the facilities including lavatories.

**Qualifications and Requirements:** Applicant should have a penchant for cleanliness and organization. Applicant should know how to use a computer in order to print documents.

**Lines of Communication:** You will work under the direction of our Store Manager.

**Orientation and Training:** A training period will be provided outside of normal CRE&T business hours. This training will be under the guidance of the Store Manager.

**Times Needed and Place of Work:** 1 hour per day on business days but outside of normal business hours, Thursday, Saturday, and Sunday. Additional one or two hours of orientation before the work commences.

**Commitment Required:** A minimum of 3 hours per week is required for a minimum of 8 weeks.

**Benefits:** This job gives a volunteer to show off their organizational skills.

**Frustrations:** Ongoing work. First hand experience of entropy and the results of muddy feet.

**Satisfactions:** A job well done and an office well organized. This is one job that has an immediate effect on the way everybody sees the organization.