

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

**Organization:** Computer Recycling Education & Training

**Job Title:** Triage Worker - Level 1 - Receiving Worker.

**Objectives:** Level 1 workers place incoming equipment into the appropriate receiving area. They sort, organize, and categorize incoming items. They detach, sort, and tie power cords, power supplies, keyboards, and mice, and they perform an initial sort on incoming computers. They place computers, monitors, printers, speakers, and miscellaneous items into appropriate hold areas.

**Duties and Responsibilities:** Level 1 workers sort computers and components. Workers must follow CRE&T guidelines to categorize computer components. Triage workers sort the triaged computer or component into the next staging area.

**Qualifications and Requirements:** Applicant should be able to identify most computer parts and components. Applicant should have read CRE&T Triage documents. Applicant should be able to easily complete any work that would be performed by a disassembly worker.

**Lines of Communication:** You will work under the direction of our Triage 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 Triage manager.

**Times Needed and Place of Work:** 3 hours per week during daytime 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:** Excellent experience; references provided. This is a good way to learn to identify the basic processes involved at the core of computer and component selections. One learns the basics of keeping the system workflow in compliance with changing demands. One has a chance to be exposed to many new and different kinds of hardware that they would likely not otherwise come into contact with. There is ALWAYS some discussion about what comes in, and opinions are freely bandied about.

**Frustrations:** As with most jobs, there can be a fair amount of tedium involved.

**Satisfactions:** An excellent introduction. One should develop a sense of when old hardware is either useful or obsolete and why. This teaches more than just hardware. This teaches how the computer industry follows trends, and teaches how to differentiate between that which is basic, and that which is trendy.