



Revised: 4/14/22

Title: Apparel Recycling Supervisor

Department: Recycling

Reports To: Interim Director of Reuse (Dotted line to Sr. Director of Operations)

Background

Homeboy Apparel Recycling is building a world in which human and natural resources are valued, not wasted. Our mission is to provide our customers with the highest quality apparel reuse and recycling solutions while employing people who face systemic barriers to work. We are affiliated with Homeboy Electronics Recycling, an R2® certified (Responsible Recycling), award-winning social enterprise that is part of the Homeboy Industries family.

Summary

This position is responsible for training and supervising employees on the daily operations of the Apparel Recycling division including but not limited to: receiving, sorting, depackaging, demanufacturing, and shipping. Balances a positive team atmosphere with a healthy sense of urgency and accountability. Expected to provide backup coverage during absenteeism or when additional help is needed. Expected to gain and apply knowledge as the business grows and to actively communicate with management about new developments.

Responsibilities

- Quality, Environmental, Health & Safety (QEHS) Management System
 - Train staff in QEHS policies related to their scope of work and ensure conformance with these policies and procedures on an ongoing basis.
 - Keep the warehouse and surrounding area secure, organized, free from hazards, and otherwise up to QEHS standards- including the correct use of Personal Protective Equipment (PPE).
- Planning
 - Schedule the time and attendance of Apparel Recycling division employees, ensuring adequate (but not excessive) coverage. Consult / advise the Interim Director of Reuse or Sr. Director of Operations on any staffing issues.
 - Begin each day with an action plan, assigning tasks with time productivity expectations to all employees and trainees.
- Supervision
 - Supervise all Apparel Recycling division employees and trainees, ensuring productivity, efficiency, and safety goals.
 - Monitor performance against targets and report requested data using the organization's productivity reporting dashboard(s) daily and be ready to explain performance.
- Operations
 - Oversee loading/unloading, receiving, and shipping operations- assisting teammates with safe handling and lifting as needed.

Homeboy Recycling, a California social purpose corporation
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- Work with Interim Director of Reuse to optimize material disposition to different approved downstream vendors/buyers based on price, convenience, weight minimums, etc.
- Review and audit shipping and receiving reports for accuracy.
- Fill in gaps and provide coverage when supervised staff are absent and when non-standard situations arise.
- Document and share newly acquired knowledge (especially resulting from unusual situations) with the team, to improve efficiency and compliance.
- Any and all other tasks, projects, duties, and activities as assigned.

Basic Qualifications/Requirements

- Must be fully vaccinated against COVID-19. Requests for reasonable accommodation will be considered on a case-by-case basis if the applicant cannot be vaccinated based on a protected characteristic, a disability or due to sincerely held religious beliefs or practices.
- Minimum 1 year experience working in a retail and/or warehouse environment.
- Ability to work both independently, with initiative, and as an effective member of a team.
- Quick decision maker with strong verbal and written communication skills.
- Proficient with Google Suite and Microsoft applications.
- Experience using databases to record, query, and report data.
- Comfort with math and basic calculations.
- Must have or be willing to obtain Forklift certification.
- Must have an active and valid California Driver's License.

Additional Desired Qualifications/Experience

- Bilingual (English & Spanish) a plus
- Must be able to operate a pallet jack and other warehouse equipment

Additional Position Information

- **Classification:** Non-Exempt (Hourly), according to FLSA guidelines.
- **Benefits:** Medical, Dental, Vision, 401K
- **Other:** This position may include occasional travel within the greater Los Angeles area and elsewhere in California or other states. Occasional evening or weekend availability may be necessary.
- **Work Conditions:** Warehouse environment, including regular standing and sitting. Some exposure to environments with occasional loud noises from machinery, tools, and equipment.
- **Physical Requirements:** Lifting of approximately 25-50 pounds.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.