

Bridging The Gap

Position Description

Job title	Program Associate, Mattress Recycling Operations
Reports to	Program Manager, Mattress Recycling Operations
Status	Full Time, Non-Exempt

Job Purpose

The Program Associate supports the daily operations of the mattress recycling center by dismantling mattresses, operating equipment, maintaining facility standards, and ensuring all materials meet recycling compliance requirements. This role requires strong attention to detail, physical stamina, and the ability to maintain a safe, efficient, and well-organized work environment.

Primary Duties and Responsibilities

This position will primarily be responsible to:

- Dismantle mattresses for recycling and ensure proper sorting and categorization of materials.
- Operate small equipment and a forklift; assist with routine forklift maintenance.
- Load and unload trucks; assist with pick-up and delivery of mattresses as needed.
- Inspect all items and bales/commodities for compliance with established recycling standards before they leave the facility.
- Maintain detailed and accurate records of vendor pick-ups and material movement.
- Maintain the office, equipment, and grounds in a safe, clean, and sanitary condition.
- Follow all safety protocols and ensure compliance with facility regulations.
- Support BTG operations and warehouse teams to ensure efficiency and accuracy in recycling processes.
- Assist with volunteer oversight as needed to support recycling operations.
- Other job-related duties as requested and subject to reasonable accommodation.

Qualifications

- High School diploma or equivalent.
- Experience in recycling, waste management, or warehouse operations preferred.
- Physical stamina and ability to lift heavy materials.
- Skill in the operation of required tools and equipment; basic maintenance and repair ability.
- Strong attention to detail with good communication and teamwork skills.
- Valid driver's license and satisfactory driving record.

Working Conditions

This is a full-time position with a standard schedule. Work is primarily conducted in a warehouse or recycling facility environment with regular physical activity. The typical work week is Monday to Friday, 8 AM to 4 PM (or 9 AM to 5 PM depending on operational needs).

Physical Requirements

- Ability to lift, carry, and move heavy materials regularly.
- Ability to stand, bend, stoop, and perform manual dismantling task for extended periods.
- Manual dexterity to operate tools, equipment, and a forklift.
- Ability to communicate effectively with staff, vendors, and the public
- Ability to navigate office facilities and travel to different work locations, as required.

Positions Supervised

This position will assist with the oversight, training, and coordination of volunteers.

Compensation & Benefits

Starting Pay: \$19.23 per hour, 40 hours per week.

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance. We offer a competitive vacation and sick leave policy, paid holidays including the week between December 24th and New Year's Day but may be adjusted to meet your cultural or religious preferences, supportive team atmosphere, some schedule flexibility, and a dog-friendly office.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people from all backgrounds to apply. BTG firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

To apply: Please submit a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to (no phone calls, please):

Bridging The Gap, Inc.
Attn: Glenda Swinton
glenda.swinton@bridgingthegap.org