Hendricks County Recycling District Job Description

Title: Recycling Center Attendant FLSA Status: Non-Exempt

Supervisor: Executive Director

Purpose of Position:

Ensuring the proper operation of a Recycling Center

Essential Functions:

- Performing inspections of incoming loads of material to ensure that unauthorized materials are not accepted
- Answering user questions and providing clear direction to users related to how and where to unload materials
- Enforcing recycling center rules in a firm but diplomatic manner
- Assisting customers with the unloading of recyclables when necessary
- Monitor activity at the center to ensure users' safety and compliance with rules
- Safely operating compactors, monitoring equipment operation, and informing the Executive Director if repairs or maintenance are required
- Monitoring the capacity of recycling containers and contacting the appropriate person or company when service is required
- Accurately preparing and maintaining reports related to users, materials collected, container capacity, and other factors as assigned
- Performing site maintenance and housekeeping duties including daily litter pick up, cleaning of
 office and restroom areas, periodic lawn care and weed control, snow/ice removal as needed
- Other duties as assigned

Non-Essential Functions:

- Disseminating information and answers to users via phone and in-person related to District programs
- Maintaining a clean working environment
- Monitoring video surveillance of center

Education and Qualification Requirements:

- High school diploma, GED, or equivalent work experience
- Basic math and writing ability sufficient to generate accurate reports
- Ability to safely operate compactors and other maintenance equipment
- Ability to properly operate standard office equipment including calculator, cellular telephone, basic computer hardware, and software
- Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism

- Ability to work on several tasks at the same time and complete work effectively amidst frequent distractions and interruptions
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals
- Ability to comply with all employer personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct

Responsibility:

Judgment is required when assessing recycling loads, enforcing recycling center rules, and assessing when to request servicing of the recycling containers. Questions related to the operation of the center are directed to the District's Executive Director. Errors in work are usually discovered by supervisory review but are localized and result in limited to minimal expense and/or loss of time.

Working Relationships:

The Recycling Center Attendant is responsible for greeting customers, explaining recycling center rules, usage guidelines, and providing direction. Duties are performed independently with most interactions occurring with the general public. Limited interaction with the supervisor or another District associate does occur.

Working Conditions and Physical Demands:

The Recycling Center Attendant's duties are performed in an outdoor environment and can be during inclement weather and under extreme heat and cold temperatures. Some indoor work is also required in a climate-controlled environment. The Recycling Centers are equipped with running water and restroom facilities. The Recycling Center Attendant will be required to do some moderate lifting (up to 35 pounds), sitting, bending, and standing.

Applicant/Employee Acknowledgement:

The job description for the position of Recycling Center Attendant describes the duties and responsibilities of the position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein and any subsequent revisions.

Yes No			
Applicant/Employee's Signature	Date		
Printed Name			