

9/16/2013

Updated 11/06/20

RECYCLING CENTER ATTENDANT

Part-Time/Less than 19 hours weekly

Under the direction of the Highway Foreman or designee, The Recycling Center Attendant is responsible for serving the public by tracking trash and recycling usage by permit holder, processing overage and bulk item disposal payment, maintain traffic flow, coordinate disposal and insure adherence to the Dudley Recycling Center rules. The Recycling Center Attendant will support annual permit sales, report and remedy safety and maintenance concerns and provide basic daily custodial duties at the Recycling Center.

DUTIES:

1. Opens the center, ensures people using the center are authorized residents with a valid permit. Directs authorized residents in the use of various receptacles, as well as other methods and procedures in effect. Spot checks to make sure trash and recycling is being disposed in the correct receptacles. Enforces disposal and use policies.
2. Tracks weekly trash and recycling limits by permit holder.
3. Utilizes credit and debit card processing equipment, and is responsible for accurate transactions, reporting and daily record-keeping.
4. Keeps the grounds free and clear of debris. Some limited snow shoveling and de-icing is required. Moves trash, debris and other items as required. Arranges and stack electronics in box trailer to maximize room.

SKILLS REQUIRED:

1. Basic use knowledge of MS-Office. Ability to be trained on the use of credit card vending/processing equipment.

2. Ability to deal cooperatively and effectively with the citizen customer and municipal trash hauler/vendor. The ability to be fair, firm, friendly and patient under sometimes stressful conditions is required.
3. Ability to keep track of trash and recycling levels, maintain a daily log and to complete and provide basic daily and weekly reporting.

WORKING CONDITIONS:

Must be able to lift, tug and pull up to 40lbs. Attendant work primarily outdoors and must be able to stand for prolonged period of time. May be asked to assist elderly or disabled residents with trash and recycling dumping and disposal.

Pay Rate: \$18.00/hour

No Benefits

Pre-Employment physical and CORI required