

JOB DESCRIPTION:
RECYCLING COORDINATOR

SUMMARY:

This is a labor-intensive, part-time position where the employee is responsible for the operation and supervision of the Township's Recycling Center.

SUPERVISION RECEIVED:

Works under the guidance and direction of the Board of Supervisors.

SUPERVISION EXECUTED:

None, other than providing direction to any volunteers who might assist at the Recycling Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the township's weekly recycling drop-off program to ensure compliance with allowable materials and make sure no unauthorized items/material are deposited at the recycling center.
- Ensure that the recycling center grounds remain neat and orderly.
- Schedule movement of recycling materials into and out of storage bins/areas.
- Identify or investigate new opportunities for materials to be collected and recycled.
- Provide training to recycling technicians and/or community service workers on topics such as safety, and general recycling operations.
- Inspect physical condition of recycling facility for compliance with safety, quality, and service standards.
- Immediately report any safety concerns or accidents that occur at the Recycling Center to the Township Secretary and/or a Township Supervisor.
- Provide township residents with assistance with unloading and/or emptying their recyclables.

MINIMUM QUALIFICATIONS:

- Must be available to work Saturday mornings between 8:45-11:45 am.
- Minimum Education: High School Diploma or GED.
- Physical Demands: Must be able to lift up to 50 pounds, regular bending, lifting and reaching overhead.
- Ability to interact with the public in a respectful and courteous manner.