

RECYCLING CENTER ATTENDANT

DEPARTMENT: Department of Public Works
POSITION: Sunday only
SALARY: \$13.00/hour
AVAILABLE: Immediately.

This position is currently only available on Sundays.

(One occasion, you may be able to switch between Saturday and Sunday).

You will be required to work outside all year in all weather conditions.

Summary:

- Keeps recycling center neat and clean. Heavy contact in dealing with the public, other employees and community service volunteers concerning placement of materials brought for recycling.
- Participate in the overall supervision of the recycling center to ensure compliance with the mandated recyclable materials policy of the township.

Specific duties:

- Communicate clearly as often as necessary with offsite supervisor.
- Communicate effectively and professionally with the residents regarding recycling policies and enforcement.
- Communicate with all staff and community service to ensure sharing of tasks, responsibilities and promote site efficiency.
- Report any equipment failures, necessary improvements, or potential safety hazards to the off -site supervisor in a timely manner.

General Responsibilities:

- Assist residents with items when necessary. The employee must frequently lift and/or move up to 50 pounds.
- Direct residents on proper disposal of recyclable items (accepted at the center or accepted at other locations).

- Ensure public safety and protection of property through conscientious attention to the condition of the site, equipment and maintaining a safe and orderly flow of traffic.
- Ability to understand and follow oral and written instruction from supervisor.
- Maintain general housekeeping of the site, buildings, and equipment while controlling the effects of wind-blown debris on the site and adjoining properties.
- Control the effects of illegal dumping through conscientious attention to material entering the site.
- Educate residents on our recycling policy for better compliance when necessary.
- Ability to show staff and community service how to perform tasks or duties within the center.
- Basic grounds maintenance skills are required (i.e., sweeping, raking, shoveling).

Education:

High School education or GED required. Applicant must possess a valid driver's license.

Interested individuals can apply immediately @ www.roxburynj.us (under Township Employment Information) or in person at the Public Works Office (96 N. Dell Ave., Kenvil)

Position Available Until Filled

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