

Position Description

Johnson County Recycling District

Contact: jessiebiggerman@jcrd.org or 317.738.2546

jcrd.org

Position Title: Recycling Assistant **Status:** *Part-time* **FLSA Status:** *Non-Exempt*

Salary: \$11.50HR

Job Description – Employee serves as the Recycling Assistant, responsible for supporting the daily operation of the Recycling Center and related facilities. General work will include up to 24 hours of service per week. Working days include Tuesday through Friday (7:30-4:30) and Saturday (7:30-1:00) and may vary as workloads fluctuate.

Duties

- Responsible for the receipt of recyclables from private residents, businesses, and municipalities including unloading materials including electronics, screening for contaminants, and directing materials to their location.
- Responsible for general recycling education of materials we are not able to process.
- Assist with the processing of all materials received at the Recycling Convenience Stations. This may include but is not limited to bailing, weighing, loading, crushing, flattening, and separation. Pre-processing preparation (hand sorting, contaminant removal) may be required.
- Responsible for the proper storage and loading of unprocessed and processed recyclables at the Recycling Center.
- Assist with the routine operation of the Electronics Recycling Program, including, but not limited to, tracking of televisions and writing receipts.
- Assist with the proper housekeeping of the grounds and buildings of the Recycling Center and Warehouse as well as the general maintenance of equipment.
- Responds to public inquiries about District programs.
- Assists in the routine operation of other programs of activity (ie Teacher Reuse, Adopt-A-Road) as needed.

Job Requirements:

- High school diploma or equivalent: experience in recyclables processing, warehouse operations, scheduling, and inventory is preferred.
- Must be able to work efficiently amidst frequent interruptions, with minimal supervision.
- Ability to effectively work with the public is a must. A mechanical aptitude and the ability to operate equipment (including but not limited to a baler and fork truck, etc.) is required.
- Lifting of objects more than 25 pounds may be required.
- Legally qualified to operate a motor vehicle
- Must be bondable and pass routine drug screening test

Scope of Work:

The Recycling Asst. performs a wide variety of activities including unloading/sorting, processing, and loading of recyclables. Policy and guidance are provided by the Recycling Supervisor and Director, as per the District Board of Directors.