

RECYCLING ATTENDANT
Cranford Department of Public Works

Salary Range: \$10-\$15 per hour

Schedule: Every Wednesday, Saturday & Sunday year-round

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Under the general supervision of the Recycling Coordinator, the Recycling Attendant is responsible for the overall operation of the town's Recycling Center located at 210 Birchwood Avenue. Performs various activities at the site, which may require heavy lifting and monitoring disposal loads and traffic control. This position involves contact with town residents and requires excellent customer service skills.

RESPONSIBILITIES

- Provides for opening and closing of the facility every:
Wednesday: 9:30 am - 3:30 pm; Saturdays & Sundays 9:30am-4pm
- Attendant must maintain a site presence at all times when the center is open.
- Maintains a safe and clean environment in and around the site.
- Communicates immediately any unsafe conditions and any illegal dumping activities at the site immediately to the Recycling Coordinator.
- Conducts visual inspections of resident's loads as needed to prevent disposal of improper or prohibited materials.
- Assists residents as needed with appropriate placement of recyclable items into designated containers and monitors containers to prevent contamination and overflow.
- Provides safe passage of residents and vehicles through the site, including directing traffic as needed.
- Provides superior customer service.
- Arranges pick up/emptying of containers with Recycling Coordinator as necessary.
- Monitors all activities at the site; reports any illegal dumping, accidents, injuries, or any other unusual or suspicious occurrences.
- Provides for collection of Annual Yard-Waste Registration and Permit Fee.

· **QUALIFICATIONS**

- ✓ Ability to perform heavy lifting and moving of items and materials.
- ✓ Ability to withstand inclement weather conditions; this position works primarily outdoors.
- ✓ Experience in Customer Service Preferred.

To be considered for this position, please submit the required Application for Employment and resume to Cathy Scotti Asst. to the Township Administrator c-scotti@cranfordnj.org **This position will be open until filled.**