

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.**

APPLICANT – Do not write on this page
FOR INTERVIEWER’S USE

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR’S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

*Position Number	RESULTS OF REFERENCE CHECK	*Position Number	RESULTS OF REFERENCE CHECK
I		IV	
II			
III			

*See Page 2

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency including, but not limited to, information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds upon which discrimination is prohibited.**

(PLEASE PRINT PLAINLY)

PERSONAL

Date _____

Name _____

LastFirstMiddle

Social Security No. _____ Telephone No. _____

Address _____

No. StreetCityStateZIP

Are you legally eligible for employment in the USA? Yes___ No___ If hired, you are required to submit proof of your eligibility to work in the USA.

Are you over the age of eighteen? Yes___ No___ If no, hiring is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes___ No___ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other job-related experiences, skills, or qualifications that will be of special benefit in the job for which you are applying? _____

(Turn to Next Page)

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent:

I

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

II

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

III

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

IV

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning my previous work experience as indicated below.

Employer I? Yes_____ No_____

Employer II? Yes_____ No_____

Employer III? Yes_____ No_____

Employer IV? Yes_____ No_____

Signed_____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree
Elementary			5	6	7	8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes_____ No_____

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes_____ No_____

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that, if I am employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party, with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the forgoing, and then only in a writing signed by an officer.

Signature of Applicant