



JOB TITLE:

Processor

LOCATION:

Drop-Off Station, 2950 E. Ellsworth (DOS)

FLSA STATUS:

This position is considered a part-time, union, non-exempt position for purposes of federal wage-hour law.

ESSENTIAL FUNCTIONS:

Under the direction of the DOS Supervisor, the Processor will ensure outstanding customer service, efficient material processing, and a successful recycle environment to meet the recovery goals of the Drop-Off Station. Duties include, but are not limited to, the following:

- Operate cash register, assess customer loads, charge appropriately and handle cash, as needed.
- Answer customer phone calls, and book deliveries.
- Direct customers appropriately, handout newsletters, pricelists and conduct surveys as needed.
- Assist customers with the unloading and correct placement materials.
- Sort, bale and weigh materials. Load materials using the forklift into the correct containers for dispatch.
- Load large outdoor containers correctly, safely and effectively.
- Safety stack, wrap and weigh electronic waste including TVs and monitors.
- Safety store and inventory hazardous materials such as fluorescent light bulbs, batteries and oil
- Maintain a clean work area and public environment.
- Bail cardboard, Styrofoam, plastic bags and shredded paper, plus any other material directed.
- Safe operation of machinery, equipment and vehicles, including hi-low, GEHL, Bobcat and Back Hoe
- Contact daily maintenance checks as required.
- Complete opening and closing procedures, as assigned.
- Maintain DOS to maximize customer comfort, safety, and ease in unloading material.
- Handle and resolve various customer issues.
- Communicate all pertinent issues regularly with DOS Supervisor.
- Help plan and carry out special projects as assigned by DOS Supervisor and/or DOS General Manager.
- Staff monthly recycling events, unsupervised at local township sites.
- Complete pickups, deliveries and trailer drops for customers

JOB REQUIREMENTS:

The successful candidate must possess the following job requirements:

- Ability to repeatedly bend at the waist and neck, twist and rotate hands, wrists, shoulders, elbows, and forearms.
- Ability to frequently lift 50 pounds and occasionally lift up to 100 pounds, and to assist in material lifting on a daily basis.
- Ability to repeatedly lift material from the ground level to shoulder height.
- Ability to operate cash register and handle cash.
- Ability to read, understand and apply information.
- Ability to follow verbal instructions.

- Ability to appraise, evaluate, and adequately respond to environmental strain and emotional stress
- Ability to work within and contribute to a teamwork environment.
- Ability to communicate with a diverse customer base, and have exceptional, demonstrated customer service skills.
- Maintain a professional appearance and attitude.
- Be flexible and adaptable to change.
- Must possess a valid Michigan chauffeur license. DOT medical certification is also required.
- Experience in recycling and/or retail preferred.