



Recycle Ann Arbor has a position available at The Drop-Off Station. Hours are Tuesdays and Thursdays 8:30am-6:30pm and Saturdays 9:00am-6:00pm.

JOB TITLE:

Processor

LOCATION:

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

FLSA STATUS:

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

ESSENTIAL FUNCTIONS:

Under the direction of the DOS Manager, 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:

- Assist customers with questions and unload materials.
- Sort and put away materials.
- Maintain a clean work area and public environment.
- Assess loads.
- Operate cash register, and handle cash, as needed.
- Prepare materials, bins and trucks for shipments.
- Safe operation of machinery, equipment and vehicles, including hi-low.
- 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.

JOB REQUIREMENTS:

The successful candidate must possess the following job requirements:

- Minimum three years of experience in the recycling industry.
- Ability to work independently.
- 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 operate cash register and handle cash.
- 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.