



**JOB TITLE:**

Processor II

**LOCATION:**

Recycle Ann Arbor's Recovery Yard, 7891 Jackson Rd.

**FLSA STATUS:**

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

**ESSENTIAL FUNCTIONS:**

Under the direction of the onsite Team Leader and Recovery Yard Manager, the Processor II will ensure outstanding customer service, efficient material processing, and a successful recycle environment to meet the recovery goals of the Recovery Yard. 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, if needed.
- Prepare materials, bins and trucks for shipments.
- Safely operate Class A trucks and trailers.
- Safe operation of machinery, equipment and vehicles, including compactors, material handler, loader and bailer.
- Complete opening and closing procedures, as assigned.
- Maintain the Recovery Yard to maximize customer comfort, safety, and ease in unloading material.
- Handle and resolve various customer issues.
- Perform processor job duties as directed or necessary. Communicate all pertinent issues regularly with Supervisor.
- Help plan and carry out special projects as assigned.

**JOB REQUIREMENTS:**

The successful candidate must possess the following job requirements:

- Minimum three years of experience in the recycling/sanitation/equipment operation industries.
- Be a self-started with the ability to work independently without direct supervision.
- 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.

**RECYCLE ANN ARBOR IS AN EOE**