

TOWN OF RIVER FALLS RECYCLING CENTER
Recycling Assistant Job Requirements

- 1) Willing to work on Saturdays and occasional Wednesdays, times and dates may vary.
- 2) To work with the public in pleasant and welcoming manner providing information and handling inquiries.
- 3) To educate customers on recycling and solid waste.
- 4) Must be willing to work outside in extreme weather conditions.
- 5) Work under the supervision of the Recycling Center Administrator and respond to Town Board requests and direction.
- 6) Familiarize himself/herself with the Recycling Center Solid Waste Fee Schedule.
- 7) Familiarize himself/herself with the Center operation and recycling in general.
- 8) Monitor Commingle and Paper Compactor for contaminants (non-recyclable items).
- 9) Share responsibility for keeping the Center clean and neat, with public safety in mind at all times.
- 10) Help elderly and disabled people remove items from their vehicles.
- 11) Fill out receipts for solid waste.
- 12) Assist Recycling Center Traffic Report updated throughout workday.
- 13) Assist Town Residents in filling out Burning permits, (Administrator must authorize).
- 14) Must be able to lift and carry 50 pounds and up for short distances.
- 15) Shovel snow in the winter months to allow residents access to recycling and solid waste containers.
- 16) Must know where safety equipment, fire extinguishers, first aid kit, emergency phone numbers, etc. are located.
- 17) Cell phones are to be used only for emergency purposes.

Recycling Center Assistant

Recycling Center Administrator

Dated