



Job Description

Position:	Recycling Attendant	FLSA Status:	Non-Exempt
Department:	MRF Operations	FTE:	Full Time
Reports to:	MRF Manager/MRF Supervisor	Added:	March 2024

DEFINITION:

Under minimal supervision, perform a variety of duties to support ReGen Monterey’s recycling operations and assist and direct the customers at the recycling drop-off station, known as the Z-Wall, and maintains the safety and appearance of the Z-Wall area.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Assists customers at the free drop-off recycling station, known as the ZWall, to ensure proper sorting and disposition of materials.
- Inform and educate customers on the programs available at ReGen Monterey. Redirects customers to appropriate operation for disposal of items, including Scales, Last Chance Mercantile, and Household Hazardous Waste Collection Facility.
- Inspects loads to confirm that materials are recyclable and directs customers to appropriate drop off box. Restricts dumping of contaminating material such as trash, wood, paint, tires, etc.
- Ensures customers abide by ReGen rules and policies, i.e., no scavenging and proper disposition of material. Calls for supervisor to assist with uncooperative customers.
- Provides general information about recycling and distributes written material specific to ReGen operations and recycling programs.
- Incumbent must read and speak English and Spanish sufficient to understand written material and engage with public in performing the essential functions of job.
- Ensures safe use of the facility by providing traffic control in the areas surrounding the ZWall.
- Maintains areas around ZWall clean and safe. Reports problems or concerns to supervisor.
- Act as backup to Sorter I (as described in Sorter I job description) as assigned.
- Adhere to an assigned work schedule and meet ReGen attendance standards.
- All ReGen positions require good customer service to both internal and external customers, maintain positive and effective working relationships with other employees and must demonstrate cooperation and respect to fellow employees and supervisors at all times.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

- Knowledge of recyclable materials and grading levels.
- Knowledge of standard safe work practices, procedures, and proper use of Personal Protective Equipment (PPE).
- Ability to identify unsafe practices, situations, and behaviors and use of hand-held radio to communicate.



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- Ability to read, write, and speak in English and Spanish at the level required to understand and carry out oral and written directions and assist customers.
- Ability to apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to support the goals and objectives of ReGen Monterey.

Training and Education:

Any combination of training and experience providing direct customer service, performing basic maintenance and housekeeping tasks would likely provide the required knowledge, skills and abilities to successfully perform the essential functions of the position. High school diploma desired.

Special Requirements:

- Must maintain a valid California Driver's License Class C

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Ability to stand or walk for 3-4 hours at a time; ability to grasp with both hands, stoop, kneel or crouch, bend/twist at waist to pick up or move materials or objects; ability to perform heavy physical labor; lift and move objects weighing up to 50 pounds with assistance and 25 pounds on their own; perform simple and power grasping, pushing, pulling, normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication in English and Spanish.

Mental Demands

While performing the duties of this class, employees are regularly required to: work well under pressure maintaining composure and professionalism; communicate effectively in verbal form; learn and apply new information or skills; complete work-related forms, documents, coordinate processes with others; interact with all levels of ReGen Staff and diverse members of the public.

Work Environment

Work is performed in outdoor environments; regular exposure to varying temperatures; regular exposure to dirt, dust, fumes, noise, garbage, foul odors; work is performed around moving vehicles and equipment; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print)

Date

Employee Signature