

OPEN POSITION

Revised 05/04/2021

The following position is currently open. See instructions at bottom on how to apply.

Job Function: **Buyback Customer Service Rep. (Part-time)**
Shift/ Hours: *Varies (must be able to work Saturdays)*
Position Reports to: Recycling Yard Supervisor & Operations Manager
Department: Recycling Buyback

Minimum Qualifications:

Must have the ability to communicate clearly and professionally with all customers and co-workers.
Must be able to lift heavy objects and commodities.

Job Summary:

Greet, direct and assist customers to their unloading areas. Provide excellent customer service to all buyback customers and outside recyclers. Consistently work to keep the buyback and recycling yard clean and orderly. Maintain a safe work environment by adhering to company safety policies and procedures, as well as keeping the work space clean and free of hazards.

Duties and Responsibilities:

1. Wear all safety gear as required.
2. Assist in the unloading and weighing of recycling commodities.
3. Maintain customer service at the highest degree.
4. Inspect CRV commodities according to Department of Conservation/Division of Recycling requirements.
5. Inspect materials brought in from other recycling centers for contamination.
6. Maintain buy back area, and recycling yard in general, according to company cleanliness standards.
7. Sort materials from donation bins when necessary
8. Complete special projects as assigned by Supervisor or Manager.

Closing Date: Friday, 05/07/2021

To apply for the position(s) listed above:

- If you are interested in this open position contact Liz in the Recycling Office, or Dinora in HR.