

Bridging The Gap

Position Description

Job title	<i>Recycling Center Manager</i>
Reports to	<i>Community Recycling Program Manager</i>
Status	<i>Full-time, non-exempt</i>
Location	<i>Pleasant Valley Drop Off Center (Pleasant Valley Park)</i>

Job Purpose

Under minimal supervision, the Recycling Center Manager oversees the daily operation of the drop-off recycling center. Supervises and directs volunteers as well as temporary staff assigned to the center. Assists with and provides education and resources to users about how and what to recycle. Maintains the center's upkeep, tracks, and records data. Assists with keeping contamination of the drop-off containers below 2%.

Primary Duties & Responsibilities

- Oversee the daily operation of the recycling center.
- Open and close center and perform record-keeping for site activities.
- Train and supervise volunteers as well as temporary staff assigned to the center.
- Keep the center clean and accessible to patrons as well as provide education and directions posting necessary signs, posters, and literature.
- Assist patrons regarding operating hours, acceptable materials, placement in appropriate containers, and direct traffic as needed.
- Maintain the center's upkeep; move/arrange recyclables in containers to ensure they are filled; remove non-recyclable items as needed.
- Follow all safety protocols and alert the Recycling Program Supervisor to safety issues.
- Represent BTG and maintain positive interactions with the public and project partners.
- Participate in all-staff events and meetings as required.
- Other job-related duties as requested and subject to reasonable accommodation.

Qualifications

- Must be willing to work Wednesday thru Saturday. Center hours are 9:00 am to 5:00 pm
- Provide excellent customer service skills, outgoing, welcoming, and helpful presence.
- Environmental knowledge is helpful, but commitment and eagerness to teach and train people is most important.
- Must be a self-starter with the ability to work independently.
- Able to assist patrons in transferring recycling containers weighing up to 40 pounds from cars to recycling collection bins.
- Reliable transportation to and from recycling center sites.
- Must have a phone that can receive texts and take photos
- Must be at least 18 years of age
- Must be able to speak and read English
- Basic computer skills

Working Conditions

- Working outside in extremes of heat, cold, wind, and rain
- Assist patrons in transferring recycling containers from cars to recycling collection bins

Physical Requirements

- Must be able to move containers weighing up to 40 pounds to a height of 52 inches many times per day
- Must be able to navigate a step 12 inches high
- Must have the dexterity to separate small and thin materials
- Must be able to stand or walk for long periods of time on asphalt or concrete

Position Supervises

Volunteers, Temporary Staff

Salary & Benefits

Benefits include 90% of health, dental, vision and life insurance, and 100% disability insurance, two (2) weeks of paid vacation, paid holidays including the week between December 24th and New Years Day but may be adjusted to meet your cultural or religious preferences, supportive team atmosphere, some schedule flexibility, and a dog-friendly office.

Starting salary is \$38,400.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people from all backgrounds to apply.

To apply: Please submit (email preferred) a resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
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