



Job Title: Operations Specialist

Location: Park City, UT

Position Description:

The Operations Specialist reports to the Director of Operations. The Operations Specialist is tasked with baling and loading materials onto transportation vehicles. Additionally this position assists the public with using the center, assists the Director of Operations with maintaining the cleanliness of the center, and makes sure the baling and compacting areas are safe and remain organized. This is a part-time position requiring a minimum of 6 hours per week every Sunday with flexibility to work up to 15-20 hours/week depending on center needs.

Major Areas of Responsibility:

- Operating the baler, compactor, and densifier
- Assist the public with where to put materials, whether recyclable or not, etc.
- Managing volunteers and service workers
- Contributing to the organization, safety, and cleanliness of the entire facility

Primary Objectives:

- Make sure materials are properly managed
- Help Director of Operations maintain cleanliness, safety, and organization of the center

Specific Responsibilities:

Recyclable Commodities

- Watch all bins to make sure they are filled with appropriate materials, are easy for the public to use, and are organized as needed (i.e., plastic, cardboard, paper, glass, metals etc.)
- Notify Director of Operations prior to bins needing to be exchanged
- Move plastics from collection tent to designated storage areas as needed
- Move all miscellaneous collections to designated storage areas as needed

Baler, Compactor & Densifier:

- Gather materials and operate the compactor, densifier, shredder and baler as needed
 - As often as necessary to make sure the front of the center is not overflowing with materials and the back of the center is organized
- Leave all materials and bales in the back bays organized safely
- Make sure equipment is maintained, working, and safe
- Notify Director of Operations when repairs or maintenance are needed

Required Knowledge, Skills, and Abilities:

- Broad knowledge of commercial recycling, solid waste disposal, and warehouse logistics

- Above average skills in working with diverse populations
- Excellent oral communications skills
- Demonstrated ability to operate equipment
- Demonstrated ability to act appropriately (i.e., respectfully, kindly, yet effectively) with the public using the center
- Experience in warehouse settings

Education and Experience:

- Degree or equivalent experience: none required
- Years of experience: 1 – 2
- Certifications preferred: forklift, other machinery as necessary
- Knowledge of Spanish is helpful, though not necessary

Physical Demands:

Daily outside activities, including engagement with the public in all types of weather. Heavy lifting and working with machinery and equipment is required daily.

Work Environment:

Fast paced, active, high energy, busy recycling center.

Compensation:

\$15/hour

How to Apply:

Send a resume and cover letter detailing your qualifications to director@recycleutah.org.

Interview Questions:

Please rate the following on a scale of 1 to 5, based on your interest and experience/skill level (with 5 being very interested, very experienced):

- Organizational skills
- Customer service
- Communication skills (with teammates or customers)
- Self motivation (most time will be spent working solo)