

## **JOB DESCRIPTION: MTSU RECYCLING WORKER**

Contact: Recycling Manager cee @mtsu.edu 615-904-8096

### **SUMMARY:**

Employees for the MTSU Recycling Program are responsible for the collection of recyclable materials from designated areas throughout the campus and local community. The employees should be able to respond to customer inquiries regarding recycling procedures and related issues and follow the mission of the recycling program.

### **RESPONSIBILITIES:**

1. Collection of recyclable materials from designated areas throughout the university and the local community and delivery of the materials according to established procedures. Collection may require travel off campus to perform the services of the recycling program.
2. Ensure confidentiality of recycled materials from pick-up point through the end of recycling process.
3. Communicate with university employees, departments, and other university personnel, and with the public regarding the recycling program.
4. Observe flow of recycled materials; make recommendations regarding the number of bins provided and the frequency of pickups, and report issues needing the attention of the recycling manager.
5. Have the ability to sort recycled materials into collection containers: paper, newspapers, magazines, and other recyclable materials.
6. Operate vehicles and use recycling equipment to ensure care in the proper handling and use of equipment and supplies.
7. Students must show initiative, be able to work well in a group/team setting, show responsibility, and keep a schedule and a record of completed work.
8. Promote the recycling program and encourage recycling on campus.
9. Perform miscellaneous job-related duties as needed (i.e. answer phone and take messages).

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to understand and follow instructions and safety procedures
- Ability to work cooperatively with students and staff
- Ability to work well without direct supervision
- Ability to maintain confidentiality of records and information
- Be knowledgeable of recycling program policies and procedures
- Ability to lift and manipulate containers through moderate physical effort
- Ability to communicate the recycling program effectively with university personnel
- Be knowledgeable of disposal of recycled materials
- Possession of a valid driver's license is required for this job
- Ability to drive pick-up truck and tow trailer desired