Saint Michael's College
Job Description

Job Title: Assistant Recycling Coordinator

Department: Facilities

Supervisor or Manager: Associate Director of Facilities for Custodial and Recycling

Date Created: 7/26/2005  Last Revised: 7/26/2005  FLSA Status: NE

Approved by (print name): ________________________  Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- The recycling program on campus is coordinated
- Contributions are made toward educating the campus community and improving the efficiency of the recycling operation
- Recycling is collected from all buildings in an effective, timely manner
- The amount of trash that is diverted from the landfill consistently increases College recycling percentage
- The quality of recycling is monitored so that the appropriate standards are met

Essential Duties and Responsibilities:
- Performs recycling runs in campus buildings
- Picks up recycling at designated locations throughout the campus and conducts curbside pick-up
- Sorts recycled materials into the appropriate categories for processing
- Educates the community on “how to recycle” and promotes the recycling program
- Sets up recycling procedures/protocol to ensure maximum participation by the community
- Processes redemption returns

Secondary Responsibilities:
- Delivers supplies as assigned
- Extracts carpet according to the appropriate removal standards
- Strips and waxes floors
- Performs summer cleaning as needed
- Completes custodial runs when staffing is low

Positions Supervised:
- None

Position’s Major Contacts:
- Associate Director of Facilities for Custodial and Recycling
- Custodial Supervisor
- Faculty, Staff and Students
- Receiving
- Facilities employees

Demonstrates Excellence in this Position:
- Picks up recycling across the campus (inside and outside) regularly to prevent overflowing in unsightly areas
- Sorts all recycling and places it in the appropriate bin for collection in a timely manner
- Promotes and implements a high level of participation in the recycling operation on campus
- Displays good social, verbal and written skills with all contacts
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**Education and Work Experience Required:**
- High school diploma or equivalent, plus ability to perform custodial services and knowledge of recycling stream preferred  
- Previous supervisory experience helpful in order to manage work-study students and additional help as needed

**Analytic Skills Required:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

**Language and Literacy Skills Required:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills Required:**

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<th>Level 2</th>
<th>Level 3</th>
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**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College *Vehicle Use Policy*

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time  
- Reaching by extending hand(s) or arm(s) in any direction  
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard  
- Basic agility for lifting and maneuvering large amounts of weight  
- Communication skills using the written and/or spoken word  
- Vision sufficient to see objects within normal parameters, peripherally and at a distance  
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl  
- Some degree of exposure to physical risk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

While performing the duties of Assistant Recycling Coordinator, the employee is occasionally required to lift and/or move 26-50 pounds.

**Additional Requirements for the Job:**
- Ability to accomplish projects/tasks consistently and in a timely manner  
- Excellent capability for problem solving  
- Capacity to work in extreme temperatures  
- Flexibility to work irregular hours during training time  
- Attitude of commitment toward the need to recycle to benefit the environment

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.