

Job Description: Recycling and Garbage Attendant

Location: Town of Eden, Iowa County, WI

Position Type: Part-Time

Reports To: Town Chairman

Overview

The Town of Eden is seeking a reliable Recycling and Garbage Assistant to support the town's waste management and recycling operations. This role involves assisting residents with proper waste disposal, ensuring the recycling and garbage shed remains clean and organized, and promoting environmentally responsible practices within the community.

Key Responsibilities

- **Resident Assistance:** Guide residents in sorting and placing recyclable materials, garbage, and other waste items into the appropriate bins, ensuring compliance with local recycling and waste disposal guidelines.
- **Shed Maintenance:** Maintain the cleanliness and organization of the recycling and garbage shed, including sweeping floors, removing debris, and ensuring bins are properly labeled and accessible.
- **Inspection and Compliance:** Monitor items placed in bins to prevent contamination of recyclables and ensure adherence to Iowa County waste management regulations.
- **Customer Service:** Provide friendly and professional assistance to residents, answering questions about recycling procedures and waste disposal policies.
- **Safety and Reporting:** Identify and report any safety hazards or maintenance issues within the shed to the supervisor. Ensure safe handling of waste materials and use of personal protective equipment as needed.
- **Record-Keeping:** Assist with basic documentation, such as tracking the volume of recyclables or reporting any issues with bin capacity or collection schedules.

Qualifications

- **Education and Experience:** No formal education required. No prior experience necessary, but familiarity with recycling processes or customer service is a plus.
- **Minimum Age:** Must be at least 14 years old.
- **Skills and Abilities:**

- Strong communication and interpersonal skills to interact effectively with residents.
- Basic knowledge of recycling guidelines and waste sorting (training provided).
- Ability to perform light physical tasks, including lifting, sweeping, and standing for extended periods.
- Attention to detail and commitment to maintaining a clean and organized work environment.

- **Other Requirements:**
 - Must be reliable, punctual, and able to work independently or as part of a team.
 - Ability to work outdoors in varying weather conditions.
 - Valid driver's license or reliable transportation to the recycling shed preferred.

Work Schedule

- Part-time position, maximum of 4 hours per day, 2 days per week (up to 8 hours total per week). Hours are not guaranteed and will be a rotation with other attendants.
- Schedule includes weekends and/or evenings to align with recycling shed operating hours.

Compensation

- Competitive hourly wage, commensurate with experience.

How to Apply

Interested candidates should submit a application or brief letter of interest to the Town of Eden Clerk via email at townofedenclerk@gmail.com. Applications will be accepted until positions are filled. For more information, contact Town Clerk, Cheryl Kelley, 608-279-6542.