

**MISSAUKEE COUNTY RECYCLING CENTER SEASONAL LABORER
POSITION DESCRIPTION**

LOCATION:

Missaukee County Recycling Center, 6240 W. Sanborn Road, Lake City, MI 49651

JOB STATUS:

- Grant based, non-union, Missaukee County employee, supervised by Missaukee Conservation District Manager.
- Part-time seasonal position; approximately 196 hours through September 3, 2016; average 15 hours per week; working Wednesday, 9 am to 5 pm and Saturday, 9 am to 1 pm.

EMPLOYMENT: Part-time, grant dependent

PAY RATE:

\$9.50 per hour

POSITION DESCRIPTION:

Under the direction of the Missaukee Recycling Center Manager this position will assist with collecting and processing of recycled materials. Essential duties and responsibilities include the following; other duties may be assigned.

- ▶ Assist Missaukee County Recycling Center Lead Coordinator with processing of recycled materials.
- ▶ Provide courteous service to Missaukee County Recycling Center customers.
- ▶ Keep area clean.
- ▶ Other duties as assigned.

JOB REQUIREMENTS:

The successful candidate must possess the following job requirements:

- ▶ Ability to frequently lift 50 pounds, occasionally lift up to 100 pounds
- ▶ Ability to assist in material lifting on a daily basis
- ▶ Ability to work within and contribute to a teamwork environment
- ▶ Ability to communicate with a diverse customer base, and have exceptional, demonstrated customer service skills
- ▶ Maintain a professional appearance and attitude
- ▶ Be flexible and adaptable to change
- ▶ Have mechanical knowledge
- ▶ Able to drive skid steer
- ▶ Have reliable transportation
- ▶ Possess a valid driver's license
- ▶ Must be minimum 16 years of age
- ▶ Must be able to pass a drug test

Apply to Precia Garland, Missaukee County Administrator, POB 800, Lake City, MI 49651 by May 16, 2016.

MISSAUKEE COUNTY IS AN EOE PROVIDER AND EMPLOYER