

**MISSAUKEE COUNTY RECYCLING CENTER LABORER (TWO OPENINGS)  
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 position; average 19 hours per week; working Wednesday, 9 am to 5 pm; Saturday, 9 am to 1 pm; and Tuesday, May 29 to September 25, 1 pm to 5 pm. (Approximately 418 hours through September 30, 2018.)

**EMPLOYMENT:** Part-time, grant dependent

**PAY RATE:**

\$11.00 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

To apply, please complete a Missaukee County Employment Application and send to Precia Garland, Missaukee County Administrator, POB 800, Lake City, MI 49651 or by 5:00 PM, Friday, May 4, 2018.

**MISSAUKEE COUNTY IS AN EOE/ADA EMPLOYER**