



Job Title: Operations Coordinator

Location: Park City, UT

Reports to: Director of Operations

Position Description:

The Operations Coordinator is tasked with baling and loading materials onto transportation vehicles. This position assists the public with using the center, assists the Director of Operations with maintaining the cleanliness of the center, and makes sure the baling and compacting areas are safe and remain organized. This is a part-time, hourly, position with hours ranging from 8-20 per week. Help is specifically needed on the following days: Tuesday, Wednesday, Saturday and Sunday. Hours each day can be flexible between 8:00-5:30. Ideal candidate can work 1 or 2 of these days per week on a regular basis with availability to pick up additional shifts when needs arise.

Major Areas of Responsibility:

- Managing volunteers and service workers on the baler and compactor
- Contributing to the organization, safety, and cleanliness of the entire facility
- Operating the baler, compactor, densifier, and other machines/equipment

Primary Objectives:

- Make sure materials relating to baler and compactor are properly managed
- Assist Director of Operations and Operations Specialists to maintain cleanliness, safety, and organization of the center

Specific Responsibilities:

Recyclable Commodities

- Make sure materials in bins are pushed back from openings
- Watch all bins to make sure they are filled with appropriate materials, are easy for the public to use, and are organized as needed
- Use critical thinking to notify Director of Operations prior to bins needing to be exchanged
- Move plastics from collection tent to designated storage areas as needed
- Move all miscellaneous collections to designated storage areas as needed

Baler, Compactor & Densifier:

- Gather materials and operate the baler, compactor and densifier as needed
 - As often as necessary to make sure the front of the center is not overflowing with materials and the back of the center is organized
- Leave all materials and bales in the back bays organized safely
- Make sure service-workers and volunteers are trained to operate the baler and compactor safely and effectively when assisting the Operations Specialist
- Make sure equipment is maintained, working, and safe

- Notify Director of Operations when repairs or maintenance are needed

Other

- Load materials onto transportation vehicles using the forklift or other machinery as necessary
- Open / close the shredder and other containers on a daily basis, including locking and unlocking
- Assist the public with where to put materials, whether recyclable or not, etc.
- Attend and participate in Recycle Utah events as required
- Other duties as assigned

Required Knowledge, Skills, and Abilities:

- Broad knowledge of commercial recycling, solid waste disposal, and warehouse logistics
- Above average skills in working with diverse populations
- Excellent oral communications skills
- Demonstrated ability to operate equipment
- Demonstrated ability to act appropriately (i.e., respectfully, kindly, yet effectively) with the public using the center
- Experience in warehouse settings
- Ability to lift 50 lbs and perform manual labor on an ongoing basis
- Ability to work outside for 8 hours per day (with breaks)

Education and Experience:

- Degree or equivalent experience: none required
- Years of experience: 0 – 3
- Certifications required: forklift, other machinery as necessary (forklift training can be provided)
- Knowledge of Spanish is helpful, though not necessary

About Recycle Utah:

The Park City Conservation Association dba Recycle Utah is a 501(c)3 nonprofit and has been a leader in Utah's Recycling Industry since 1991. Our mission is to engage the community in practicing resource conservation through recycling services, education, outreach and advocacy. This position contributes to our mission as an integral part in managing materials as part of recycling services.

Physical Demands:

Daily outside activities, including engagement with the public in all types of weather. Heavy lifting and working with machinery and equipment is required daily.

Work Environment:

Fast paced, active, high energy, busy recycling center.

Compensation:

\$19/hour; 8-20 hours/week. Hours are flexible.

How to Apply:

Send a resume and letter of interest detailing your qualifications to Troy Holding at troy@recycleutah.org.