



# TOWN OF LITCHFIELD

## Job Opportunity

Part-Time Recycling Center Helper

PUBLIC WORKS DEPARTMENT

Please see the job description and information on the position with our Public Works Department.

Job Name: Part-Time Recycling Center Helper

Hours: Up to 20 Hours Per Week

Compensation: \$19.50 per Hour

Individuals must be able to pass a thorough background check, which includes a drug screen.

Please submit your application, resume, and cover letter to [nyarrish@townoflitchfieldct.gov](mailto:nyarrish@townoflitchfieldct.gov) or mail to:

Town of Litchfield  
Selectman's Office  
74 West St,  
Litchfield, CT 06759

**\*Resumes will not be accepted in lieu of an application\***

***Recycling Center Helper***  
***PUBLIC WORKS DEPARTMENT***

### **BASIC FUNCTION**

This position shall function under the general supervision of the Public Works Supervisor for day-to-day operations, and shall also be under the general supervision of the Public Works Director. This position is designed to assist the public and the Recycling Center Attendant in the daily operation of the Town of Litchfield's Recycling Center.

### **PRINCIPAL RESPONSIBILITIES AND DUTIES:**

This individual will assist residents in determining any charges that may be needed and direct them to the proper area for recyclables and waste material disposal.

Maintains the Recycling Center in a clean, well-organized manner, avoiding clutter.

### **PRINCIPAL RESPONSIBILITIES AND DUTIES (continued):**

Collect check and credit card payments, as well as completing a daily log of transactions.

Clean and organize the Recycling Center, both inside and outside of the building.

Maintain and properly display the items rendered by residents for the Swap Shop.

Open and close the recycling center as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable skill and knowledge in the area of customer service.

Ability to follow directions and work with a minimum of supervision.

Ability to work in adverse weather conditions.

Ability to fully operate the office equipment, including a calculator, ruler, credit card reader, and computer. The ability to accurately design and maintain both accounts receivable and accounts payable for the recycling center.

Ability to assist the public in understanding recycling center procedures, as well as to directly interface with the public as an initial contact, and to preliminarily resolve issues that are within the scope of authority.

Considerable ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, independent contractors, and the general public.

Considerable ability to understand and follow written and oral instructions.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk and hear. The employee frequently is required to stand, walk, and use hands and fingers. The employee

must occasionally lift and/or move up to fifty (50) pounds frequently and/or move up to 50 pounds with assistance.

### **MINIMUM QUALIFICATIONS**

H.S. Diploma and a driver's license.

### **EEOC STATEMENT**

It is the policy of the Town of Litchfield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

In addition, the Town of Litchfield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.