

UTILITY WORKER UF4053

Recycling & Waste Associate, Campus Services

Job Overview:

The Recycling & Waste Associate is interchangeably responsible for any of the daily tasks involved in the daily collection of recycling, daily waste management, or daily composting operations to reduce solid waste and support university sustainability initiatives. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position.

Primary Duties and Responsibilities

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Collection of non-traditional university items such as pallets, metal, lumber, etc.
- Collects & processes electronic items
- Provides high-level customer service to the campus community in completing Recycling Work Orders and Compost Services
- Completes and submits WO documentation promptly and properly
- Performs inspections of dumpsters, trash compactors and recycling containers when directed to do so to ensure a clean and functional solid waste removal process
- Manages debris and full receptacles
- Monitors and collects recyclables and solid waste from all outdoor receptacles on campus
- Washes trash cans, recycle bins, compost carts and Victor Stanley cans
- Assists with any and all aspects of compost operations including collecting, disposing, and washing carts
- Assists campus services with grounds related tasks to include, but not limited to, pressure washing, hardscape repairs and maintenance
- Operates and maintains University Vehicles
- Assists with Campus Events
- Attends training programs (classroom and virtual) as designated
- Complies with all company safety and risk management policies and procedures
- Reports all accident and injuries in a timely manner
- Participates in regular safety meetings, safety training and hazard assessments
- Applies all applicable OSHA and related local safety requirements to all assigned work
- May perform other duties and responsibilities as assigned

Experience/Knowledge:

- High School diploma, GED equivalency required
- Must be able to maintain status to drive University Vehicles (qualify for and remain eligible to be on the Approved Driver List)

Skills/Aptitude:

- Knowledge of Single Stream Recycling methodologies as well as general knowledge of recycling and source reduction practices
- Operational knowledge of all machines & tools related to recycling, including small engine and hydraulic equipment
- Ability to provide the highest level of customer service skills to both internal and external customers
- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential

- Ability to maintain a positive attitude
- Ability to communicate with co-workers and other departments with professionalism and respect
- Being reliable, responsible, dependable and able to fulfill obligations
- Being careful about detail and thorough in completing work tasks
- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Maintains high standards for work areas and appearance
- Must comply with dress code requirements
- Adhere to all Sodexo policies and regulations

Physical Requirements:

- Ability to perform physical activities that require the employee to stand, walk, use hands to grip/move objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and smell
- Ability to work near moving mechanical parts, being exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses
- Must be able to work some nights/weekends/holidays which will require occasional overtime
- Significant walking or other means of mobility
- Must be able to perform strenuous physical labor, which includes heavy lifting, carrying up to 40 lbs, bending, reaching, stooping, pushing and pulling

Working Conditions (may add additional conditions specific to defined work location):

- Requires long hours outside year round

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
(Employee's Name)

Manager _____ **Date** _____