



# JOB DESCRIPTION

## Recycle Worker - Casual

<b>DATE:</b>	August 2022
<b>EMPLOYER:</b>	Eaglehawk Recycle Shop Inc
<b>POSITION:</b>	Recycle Worker
<b>INDUSTRY AREA:</b>	Waste Management
<b>IMMEDIATE SUPERVISOR:</b>	Supervisor – Recovery Area
<b>AWARD:</b>	Waste Management Award 2010 – Level 2 Hourly rate: \$32.31– penalty rates apply for week-end and public holidays. 10.5% Superannuation
<b>FUNCTION:</b>	To recover and recycle goods and materials, collect recycle items for resale or recycling.
<b>PRIMARY TASKS:</b>	<ol style="list-style-type: none"> <li>1. Remove recyclable / resalable items from loads coming through recovery area.</li> <li>2. Take direction from immediate supervisor as to daily tasks</li> <li>3. Sort all materials from loads for recycling / resale.</li> <li>4. Provide customer service.</li> <li>5. Bale materials as required.</li> <li>6. Strip mattresses as required.</li> <li>7. Keep work area clean and tidy and free of hazards.</li> <li>8. Attend weekly business meetings.</li> </ol>
<b>DIRECTION/SUPERVISION:</b>	Takes direction and reviews workload with Supervisor and Manager.
<b>KNOWLEDGE &amp; SKILLS:</b>	<ol style="list-style-type: none"> <li>1. Be familiar with current recycling practices and experienced at sorting items for recycling / resale.</li> <li>2. Possess good communication skills and be able to work as part of a team.</li> <li>3. Knowledge of Occupation Health &amp; Safety procedures.</li> <li>4. Knowledge of environmental risks and causes.</li> <li>5. Possess practical skills to use tools to dismantle goods.</li> <li>6. Possess selling and basic cash sales skills.</li> <li>7. Driver's licence.</li> <li>8. Be well presented to deal with the public and business owners.</li> <li>9. Use cash register and EFTPOS.</li> </ol>
<b>WORKING ENVIRONMENT:</b>	Eaglehawk Recycle Shop conducts the majority of its activities outside. An appropriate Personal Protective uniform will be supplied for this working environment.
<b>QUALIFICATIONS /EXPERIENCE:</b>	No formal qualifications required, however, experience in dealing with customers and knowledge of recycling an advantage. A range of licences including forklift.
<b>ENVIRONMENTAL PRACTICES OF ERS</b>	
Eaglehawk Recycle Shop is committed to environmentally sustainable practices in its work place and through activities undertaken.	