

TOWN OF GORDON AND TOWN OF WASCOTT

JOB POSTING TRANSFER STATION ATTENDANT (PART-TIME)

We are currently looking for a Part Time person to work the Transfer Station in Gordon, WI.

Pick up an Application at either Town Halls or the Transfer Station.

Basic Function:

Responsible for the safe and efficient operation of the Town of Gordon-Town of Wascott Transfer Station. Serves as the first point of contact for customers/taxpayers depositing waste or recyclables. Ensures the safety and wellbeing of the customers/taxpayers while on site.

Principal Duties & Responsibilities:

- Directs customers/taxpayers to safely dispose of waste to the proper bins, waste bins, recyclable bins, & outside bins.
- Ensure proper handling of waste and recyclable materials.
- Ensure the cleanliness of the Transfer Station and surrounding area.
- Ensure that all Town policies are adhered to.
- Responsible for the calculation of payments and issuance of receipts.
- Responsible for keeping the Supervisor and Town Boards fully informed of all problems or matters requiring their attentions.
- Other Special projects, implementation and tasks as assigned.

Supervisor to Assign Days and Times:

Open and close the Transfer Station for public use, according to the hours set by the Town Boards, and to remain on the premises during open hours. This is a limited position of less than 24 hours per week on a combination of the following days:

Tuesday & Thursday = 9:30am – 5:30pm Saturday & Sunday = 9:00am – 4:00pm

Requirements:

- Ability to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands.
- Serving the Public with outstanding Customer Service and the ability to work closely with other employees.
- Ability to lift up to 50 lbs when needed.
- Ability to operate machinery (skid steer) is a plus.