



Recycling Assistant Job Description

East Aldine Neighborhood Depository & Recycling Center is now hiring for Recycling Assistants.

SMC is looking for qualified and motivated team members that are interested in working in the East Aldine Neighborhood Depository & Recycling Center. This is a public service project and we are looking for individuals that are interested in serving the community. You will have the opportunity to meet and support the East Aldine residents.

Compensation:

- Full-time at 40hrs per week: \$28,000.00 - \$29,875.00 per year or \$13 - \$15/hour
- Part-time at 20hrs per week: \$14,000.00 - \$14,487.50 per year or \$13 - \$15/hour
- 401k with matching employer contribution
- Paid Holidays

Location, Days of Work and Times

Location: 2789 Hopper Rd, Houston, TX 77093

Days: Wednesday through Sunday

Times: 8:30 – 5 pm, after Day Light Savings, 9:30 – 6 pm.

Work responsibilities includes:

1. Inspecting work site to get ready for the start of daily operations.
 - a. Inspect all equipment by doing a visual inspection and checking fluids as needed.
 - b. Walk work site to check for safety issues
 - c. Check inventory of tools and supplies and request resupply as needed
 - d. Make sure all documentation is ready to log in customers
 - e. Contact service providers as needed to request container swaps
2. Attend to customers that have appointments by:
 - a. Logging them into the system and verifying address
 - b. Providing instructions on which container(s) to use
 - c. How to dispose of heavy trash and recyclables
 - d. Giving instructions on how to enter and exit the facilities,
3. After closing:
 - a. Make sure facility is clean and ready for next day
 - b. Make sure all tools and equipment is stored properly
 - c. Report any issues to immediate supervisor

Qualities required:

- Dependable and responsible: It will be very important to show up for work daily and on time as this will likely be a 2 person operation.
- Self-motivated to keep logs up to date and keep facility clean

- Good customer service personality

Education or Skills Preferred:

- Education High school or equivalent
- Equipment Operator Certification is +

Experience:

- General Labor: 1 year (Preferred)