

**ASSOCIATED STUDENTS
RECYCLE CENTER
STAFF MANAGER**

Statement of Purpose:

The Recycle Center exists to provide the campus community with recycling services and to provide practical work experience for students.

Term of Position:

This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position requires an average of 15 hours of work per week.

Wage:

\$9.15 per hour- Program Support Staff 3

Reportage:

The AS Recycle Center Staff Manager reports to the Recycle Center Coordinator.

Required Qualifications:

- Must maintain a minimum ten (10) credits for undergraduates, and eight (8) credits for graduates during employment.
- Must maintain a minimum 2.00 cumulative grade point average.
- Must possess a valid driver's license for the past two years

Preferred Qualifications:

- Ability to work well with people, ability to plan and supervise the processing, storage and movement of materials.
- Working knowledge of recycling process and basic mechanics.
- Ability to operate a truck.
- Ability to monitor and record inventory movement.
- Ability to operate a fork lift (training available once hired).
- Desire and ability to perform physical labor.

AS Responsibilities:

- Serve on hiring committees as suggested by the Recycle Center Coordinator
- Follow all AS Policies and By-laws.

Position Responsibilities:

- Devote a total of fifteen (15) hours per week to Recycle Center business.
- Perform a minimum of two recycle collection runs every week.
- The remaining hours should be spent supervising collection activities and working with staff in the recycle collection process.
- Coordinate selection and training of staff personnel.
- Schedule and supervise personnel performing regular functions related to the collection and handling of materials.
- Work with Operations Manager to provide the personnel needed for special projects.
- Maintain records of materials collected from campus pick-ups.

- Act as a liaison between staff and the Operations Manager and Coordinator when appropriate.
- Plan and recommend changes in recycling procedures and processes when appropriate.
- Perform other duties and responsibilities as assigned by the Coordinator.

ASSOCIATED STUDENTS OF WWU
Recycle Center
Operations Manager

Statement of Purpose:

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Term of Position:

This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position requires an average of 15 hours of work per week.

Wage:

\$9.15 per hour- Program Support Staff 3

Reportage:

The AS Recycle Center Operations Manager reports to the Recycle Center Coordinator.

Required Qualifications:

- Must maintain a minimum ten (10) credits for undergraduates, and eight (8) credits for graduates during employment.
- Must maintain a minimum 2.00 cumulative grade point average.
- Must possess a valid driver's license for the past two years

Preferred Qualifications:

- Ability to work well with people, ability to plan and supervise the processing, storage and movement of materials.
- Working knowledge of recycling process and basic mechanics.
- Ability to operate a truck.
- Ability to monitor and record inventory movement.
- Ability to operate a fork-lift.
- Desire and ability to perform physical labor.

AS Responsibilities:

- Serve on hiring committees as suggested by the Recycle Center Coordinator
- Follow all AS Policies and By-laws.

Position Responsibilities:

- Devote a minimum of fifteen (15) hours per week to Recycle Center business.
- Perform a minimum of two recycle collection runs every week.
- The remaining hours should be spent supervising collection activities and working with staff in the recycle collection process.
- Assist the Staff Manager and Coordinator on the selection and training of staff personnel.
- Coordinate shipment of materials.
- Monitor, schedule and record the maintenance of the Recycle Center facility and equipment.

- Maintain the recycle yard and sorting area so that they are clean and organized.
- Plan and recommend improvements for handling and storing material, changes in deliveries, schedules and other procedures, as well as new equipment or alterations.
- Coordinate special projects relative to facilities maintenance.
- Perform other duties and responsibilities as assigned by the Coordinator.