



**Position Title:** Part-Time Recycling Custodian

**Job Code:** 8307-00E

**Reports To:** Custodial Supervisor

**Grade:** CH

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Recycling Custodian performs heavy manual work and is responsible for picking up the recycle paper, bottles, and aluminum cans around the campus, offices, and labs.

**Duties & Responsibilities:**

- Performs daily tasks in accordance with assignment schedule
- Records daily work completed on assignment sheet
- Responsible for maintaining inventory of recycle supplies
- Prepares incident reports
- Performs other duties as assigned

**Essential Personnel:**

This function/position has been designated as “essential”. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

- Less than high school education and one month related experience or training; or equivalent combination of education and experience.
- Ability to stand and work for a long period of time
- Capable of standing, walking, squatting, bending, kneeling, and reaching continuously throughout shift
- Must have basic communication skills in English
- Must be able to work weekends, holidays, and evening hours as needed per area assignment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name