



NOW HIRING

Recycling Center Assistant

Linwood Township is now accepting applications for a qualified employee to work in the Linwood Recycling Center.

This is a part-time position, working 30-hours per week, six-hour shifts, Tuesday through Saturday, in the Linwood Township Recycling Center for the recycling, re-use, compost, and organics programs. This position includes performing a variety of duties, physical labor, and organizational tasks relative to the assigned area of responsibility.

Pay depends on qualifications and experience.

Qualifications: HS graduate at least 18 years old; must have a good driving record and background check. Experience working with tools and equipment is preferred. Candidates should be reliable and committed to the value of recycling.

Interested candidates wanting an application may contact the clerk at the Town Hall at: 22817 Typo Creek Drive NE, Stacy, MN 55079, on the town website: linwoodtownship.org. or by email: info@linwoodtownship.org. Inquiries call (651)462-2812. Applications (with resume) will be accepted until the position has been filled.



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

(651) 462-2812 • Fax (651) 462-0500

Position Title: Recycling Center Assistant

Department: Recycling

Reports to: Recycling Supervisor

POSITION SUMMARY

Part-time position, working up to 30 hours per week, in the Linwood Township Recycling Center for the recycling, re-use, compost and organics programs. Perform a variety of duties, physical labor, and organizational tasks relative to the assigned area of responsibility.

PRIMARY RESPONSIBILITIES

1. Greet and assist, direct and educate residents on recyclable and reusable items.
2. Help with loading and unloading, sorting, and the storing of materials including, but not limited to: appliances, electronics, mattresses, furniture, landfill, oil, steel, organics, and yard waste.
3. Collect fees and keep accurate records of all incoming/outgoing materials.
4. Schedule vendors for picking up materials that are hauled out of the center, as necessary.
5. Interact and work politely, respectfully and positively with the public and volunteers.
6. Drive recycling truck and operate tractor. Organize/maintain/use tools and equipment, safely. Restock shop supplies.
7. Keep recycling center area clean, organized and operating within fire and safety codes.
8. Maintain and rotate compost pile for proper breakdown.
9. Participate in ongoing training and operate within the guidelines set by the Anoka Co. Recycling Program and the Linwood Township Board of Supervisors.
10. Grounds maintenance: mowing, weed whacking, driveway repair, plowing, shoveling, power washing, and general policing in the recycling area, as needed.
11. Other duties as assigned or needed for overall day-to-day operations of Recycling/Reuse Center.

QUALIFICATIONS

1. High school graduate or equivalent
2. Must possess a valid Minnesota Driver's License and maintain a good driving record
3. Must be able to pass background check
4. Be capable of lifting 50 pounds –Safely, frequently and under control.
5. Ability to establish and maintain effective/respectful and productive working relationships with Anoka County Recycling Program staff, volunteers, co-workers, supervisors and members of the public.
6. Must be a self-starter, responsible, trustworthy, operate with integrity and have the ability to work independently.