

JOB DESCRIPTION - 2025

Position: Recycling Technician

Reports to: Warehouse Supervisor & Operations Manager

Hours: Full-Time (Monday – Friday)

- Occasional Saturdays (November – March)
 - Regular Saturdays (April – October)
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Job Summary

The Recycling Technician is responsible for providing exceptional customer service while handling various recycling operations. This includes assisting walk-in customers, providing pick-up and drop-off services at client locations by operating a straight truck or hook truck, and supporting the dumpster rental program. Team members are expected to maintain a positive attitude when interacting with customers, clients, and co-workers.

Recycling Technicians are cross-trained in multiple areas, including warehouse duties, production, truck operations, customer service, and shipping/receiving.

Key Responsibilities

- Drive straight trucks and dumpster trucks while managing daily routes.
 - Sort and package materials for recycling.
 - Operate forklifts, pallet jacks, dollies, and other equipment.
 - Perform general warehouse cleaning, maintenance, inventory management, and computer-related tasks.
 - Assist customers by greeting, unloading materials, weighing recyclables, and creating weight slips.
 - Complete assigned maintenance inspections for trucks, forklifts, equipment, and facilities.
 - Adhere to company policies, safety procedures, and assigned daily responsibilities.
 - Assist at recycling events (April – October), primarily on Saturday mornings.
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Preferred Experience

- Customer service experience.
 - Background in warehouse, manufacturing, or farming.
 - Experience driving various truck types (non-CDL).
 - Forklift operation experience.
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Preferred Skills

- Strong verbal and written communication skills, including email correspondence.
 - Awareness and adherence to safety protocols.
 - Basic computer proficiency and clerical abilities.
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Education & Requirements

- High school diploma or equivalent.
 - Secondary education or relevant work experience in a related industry preferred.
 - Valid Wisconsin driver's license with a clean driving record (CDL not required).
 - Must be at least 18 years old.
 - Physically capable of operating trucks, handling equipment, and regularly lifting up to 75 lbs. throughout the workday.
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Candidate Expectations

The ideal candidate is eager to learn, adaptable, and prioritizes safety. We seek individuals who take initiative, embrace teamwork, and avoid a "that's not my job" mentality. As a small, family-run business, we value employees who are committed to understanding our industry, building relationships with customers, and contributing to our mission of providing fast, friendly, and fair recycling services.

I acknowledge that I have received and reviewed this job description.

Employee Signature: _____

Date: _____