



JOB DESCRIPTION
RECYCLING TECHNICIAN

2025

Job Title: Recycling Technician
Reports to: General Manager or Assistant Manager
Hours: Full Time – Monday through Friday 8:00 am – 4:00 pm & Some Saturdays
(Days, hours and times may vary depending on location needs)

Job Summary: Receive in, process, package, and grade scrap metals, electronics, and appliances for recycling.

Duties Include (but are not limited to):

Sort and package scrap items
Adding or removing items from inventory
Operating our forklift to move bins, unload vehicles, load up trucks
Operating our baler, shear, or hand tools to process materials
Assisting other personnel in production as needed
Following our safety, policies, and procedures
Notifying management of any maintenance needs with equipment
Cleaning up / sweeping up / taking out trash & recycling as needed
Assisting customers dropping off items for recycling
Assisting with off-site customer events or pick ups
Moving trucks or dumpsters around our yard

Skills Needed:

Dependable and punctual attendance
Basic knowledge of computers
Able to learn how to sort different grades of recycling
Must be physically capable of lifting and moving 75 lbs
Good communication skills

Education:

High school diploma or GED

Experience Preferred:

Forklift operation
Warehouse material handling experience

Requirements:

Must be 18 years or older to apply
Valid drivers license, transportation, and good standing driving record

I have received and understand the above job description.

Date

Signature: