



JOB DESCRIPTION

Position: **Recycling Auditor (ECO Team Member)**

Overview:

This position is responsible for auditing of recycling carts and providing courtesy notices to our customers when they are not using their recycle bins properly, and will educate clients on the proper way to recycle. This position is full-time, Monday through Friday, 5:00 am -1:30 pm. Some weekends and holidays required to work.

Essential Job Functions:

- Audits customers' recycling bin for contamination.
- Complete Non-Collection Notices (NCN) in line with recycling program policy.
- Photograph contamination in carts and customer address.
- Communicate with residents about proper recycling.
- Participate in company public education activities and events.
- Complete tracking sheet and document contamination.
- Other responsibilities as needed and required.

Required skills and qualifications:

- Must be proficient with commonly used Microsoft software programs specifically MS Excel and MS Word.
- Ability to work in a team environment.
- Experience showing ability to work independently and use good judgement to make decisions and execute the work.
- Ability to interact with diverse people and provide a high degree of customer service.
- Work in a fast paced environment, working with customers and traffic and be able to move safely.
- Must be able to work outdoors.
- Will be required travel between facilities and streets in the City of Oakland.
- Must be able to bend, kneel and stand for long periods of time.
- Must adhere to safety standards and wear appropriate equipment to include safety shoes, uniforms, gloves, and other personal protective equipment as required.
- Must be able to lift up to 50 pounds if necessary.
- Good general oral and written communication skills.
- Ability to work flexible hours for weekend events
- Valid driver's license, reliable transportation, and a safe driving record.

California Waste Solutions is an equal opportunity employer. We provide on-going training and competitive compensation package consisting of medical, dental, vision, life insurance coverage, and a 401k plan.