

## UTILITY WORKER UF4053

### *Recycling/Surplus/Waste Associate, Campus Services*

#### **Job Overview:**

The Recycling/Surplus/Waste Associate is interchangeably responsible for any of the daily tasks involved in the collection and delivery of university surplus materials, the daily collection of recycling, daily waste management, or daily composting operations to reduce solid waste and support university sustainability initiatives. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position.

#### **Primary Duties and Responsibilities**

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Collection of non-traditional university surplus items such as pallets, metal, lumber, etc.
- Assists in organization & cleanliness of Surplus areas
- Collects & processes electronic surplus items
- Provides high-level customer service to the campus community in completing Surplus pick-up requests (work orders), Recycling Work Orders, and Compost Services
- Moves surplus items as directed using equipment and practices that ensure employee safety efficient use of time and responsible handling of university-owned assets which includes, but is not limited to, desks, chairs, bookshelves, boxes, printers, computer monitors, etc.
- Completes and submits WO documentation promptly and properly
- Performs inspections of dumpsters, trash compactors and recycling containers when directed to do so to ensure a clean and functional solid waste removal process
- Manages debris and full receptacles
- Monitors and collects recyclables and solid waste from all outdoor receptacles on campus
- Washes trash cans, recycle bins, compost carts and Victor Stanley cans
- Assists with any and all aspects of compost operations including collecting, disposing, and washing carts
- Assists campus services with grounds related tasks to include, but not limited to, pressure washing, hardscape repairs and maintenance
- Operates and maintains University Vehicles
- Assists with Campus Events

#### **Experience/Knowledge:**

- High School diploma, GED equivalency required
- Must be able to maintain status to drive University Vehicles (qualify for and remain eligible to be on the Approved Driver List)

#### **Skills/Aptitude:**

- Ability to provide positive customer and personal services including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Ability to monitor and assess performance of yourself to make improvements or take corrective action
- Ability to talk to others and convey information effectively
- Ability to manage one's own time efficiently
- Ability to work effectively in a service-oriented environment subject to frequently changing priorities
- Ability to work well individually and as a team member
- Ability to communicate with co-workers and other departments with professionalism and respect.

- Ability to perform physical activities that require the employee to stand, walk, use hands to grip/move objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and smell
- Ability to work near moving mechanical parts, being exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Being reliable, responsible, dependable and able to fulfill obligations
- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Being careful about detail and thorough in completing work tasks
- Ability to accept criticism and deal calmly and effectively with stressful situations
- Adhere to all University policies and regulations.

**General Qualifications:**

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Knowledge of proper and safe use of applicable custodial equipment
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours.
- Overtime is expected during ballgames and special events that require housekeeping services. All team members are expected to pull their turn in the regular overtime rotation process.
- Must comply with any dress code requirements.
- Must be able to work nights, weekends and some holidays.
- Must be able to wear protective eye wear, gloves, and slip-resistant shoes during work times for safety

**Physical Requirements:**

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing and/or sitting position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

**Working Conditions (may add additional conditions specific to defined work location):**

- Generally in an indoor setting; however, may participate in or supervise outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

**Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.**

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Employee's Name)

**Manager** \_\_\_\_\_ **Date** \_\_\_\_\_