



Last Updated On: 01/11/2023

Last Updated By: JH

RENUoil of America, Inc.™ Dock Recycler/Cleaner Job Classification Sign-Off

Job Title: Dock Recycler/Cleaner
Department:
Reports to: Operations Managers
FLSA Status: Non-Exempt

Position Summary: Dock Recycler/Cleaner will perform the manual sorting of recyclable and contaminant materials and a recycling center or job site. Will perform janitorial duties in an industrial setting with a focus on cleaning of work areas. Ensures a safe and secure working environment and adherence to company and property policies and procedures.

Essential Duties and Responsibilities:

- Must check in daily via hotel/casino employee entrance for daily Covid 19 screening.
- Clock in and out using timeclock—pin is the last four of your SSN. If you cannot clock in, make sure you visit our website and fill out an electronic time sheet or get ahold of management.
- Ensure that every bag is opened so that all recyclables are recovered. Ensure that compost items are placed into green food totes.
- Do not remove any items from trash unless obtaining a pink slip of approval from Security.
- NO SMOKING, DRINKING OR EATING AT DOCK. All smoke breaks must be taken at designated smoke area all lunch breaks must be in designated lunch area.
- Manually sort all material that comes out from the casinos on the recycling dock and remove recyclable material, assets, etc.
- Thoroughly deep clean areas of workstation including all work surfaces, work equipment, etc.; cleaning will include but not be limited to brushing, power-washing, mopping, etc.
- Cleaning of drains, tables, bins, floors, walls, and sorting areas, will be required on a daily basis.
- Pull contaminants out of paper, recycling bins, and recycling containers.
- Makes bales of different material (OCC, P1, P2, tin, aluminum); document production and inventory number.
- Properly and safely use recycling equipment including baler, sorting table, compactor, etc. Do not override safety switch buttons.
- Weigh, report, track weight of each material by type and label with inventory number.
- Place mixed glass and other materials in proper in open tops/containers.
- Fill out all electronic forms as needed via our website.
- Report any safety concerns or system problems regarding, employees, work area, or equipment to management; immediately report an injury to management.
- Maintain and upkeep all necessary tools and equipment while at work.
- Arrive to work appropriately dressed with my complete uniform, masks, proper shoes, PPE (please note that earrings larger than one-inch, long nails and face piercings are not allowed).
- Ongoing safety training as needed.
- Loading, unloading and moving heavy materials (i.e. each bale moved may weigh an upward of 900 lbs.) within or near a property, recycling plant, or work site.
- Manages confidential information.
- Regular and consistent attendance.
- Other duties as assigned.

Requirements for Educations and/or Experience:

- High School Diploma or equivalent.

Specialized Knowledge, Skill and Experience:

- Ability to use cleaning tools such as mops, brooms, and brushes.
- Ability to use power cleaning tools such as power washing equipment.
- Ability to recognize safety hazards and take immediate action to correct.

Abilities:

- Ability to learn cleaning procedures for recycling dock and work area.
- Ability to work independently and collaboratively.
- Ability to adhere to company dress code and use of personal safety equipment.
- Maintain confidentiality.

Requires physical stamina for repetitive movement, standing, walking, bending, sitting, face-to-face discussions with individuals or teams, telephone conversations, contact with others (face-to-face, by telephone, or otherwise). Requires repeating the same physical activities or mental activities over and over; requires being exact or highly accurate, requires meeting strict deadlines. Requires work with external providers, customers or the public, work with others in a group or team. Requires attention to detail and safety consciousness. Must be able to lift and carry XXX pounds at a time.

Work Environment:

Requires exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, and unpleasant odors and/or loud noises. While performing the duties of this position the Dock Recycler/Cleaner will be exposed to moving and mechanical parts. Considerable physical activity such as heavy lifting, pushing and/or pulling of objects. Work environment involves some exposure to hazards or physical risks with require following safety precautions. Job tasks are performed in close physical proximity to other people.

Employee Acknowledgement

I have received, reviewed, and understand my position responsibilities and the essential functions of the position. I understand that my work schedule, job responsibilities, work environment, knowledge, skills, and abilities may be amended based on business need and management discretion.

I understand that employment is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or the employer. Nothing in this or in any other document or oral statement shall limit the right to terminate employment at will. No supervisor or manager has any authority to enter a contract of employment -- express or implied -- with any employee.

This policy of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by the Chief Executive Officer, which expressly revises, modifies, deletes, or supersedes the policy of at will employment. Unless employment is covered by such a written employment agreement signed by the Chief Executive Officer, this policy of at will employment is the sole and entire agreement between the employee and the employer as to the duration of employment and the circumstances under which employment may be terminated.

Except for employment at-will, terms, and conditions of employment with the employer may be modified at the sole discretion of the employer with or without cause or notice at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice, nor does any arise from the terms or conditions set forth in this document.

Employee Signature: _____

Print Name: _____ Date: _____

Manager Signature: _____

Print Name: _____ Date: _____

Job Description Position Title: Dock Recycler/Cleaner