

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: Recycling & Sanitation Tech II		Back Up: Recycling and Sanitation Tech I
Work Location: Helena, AR		
Department: Recycling & Sanitation		
Reports to: Recycling & Sanitation Manager		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	HR Contact: Facility HR Representative Revision Date: 2/28/19	

Essential Duties and Responsibilities:

Under general supervision from the Recycling & Sanitation Manager, Recycle & Sanitation Tech II, will cleanse and sanitize packaging retainers, recycle materials, and assist SQF with the unloading of empty packaging trucks as necessary.

- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Cleanse returned and quarantined packaging with RO water.
- Wash, rinse, and cut old drums to be recycled.
- Grind cleaned packaging and properly recycle in super sacks.
- Disassemble caged totes to be recycled.
- Bale cardboard and plastic to prepare for recycling.
- Compact all trash in the trash compactor.
- Assist driver in loading trash compactor with their truck.
- Pump out standing water in the Tank Farm Containment.
- Responsible for washout of bulk trailers.
- Take pond samples for the lab.
- Clean mega-tainers from paint or dirt when returned.
- Dispose of all aerosol cans.
- Assist SQF with the unloading of empty packaging trucks, as necessary.
- Maintain a clean and safe work area, return tools and equipment back to their proper area for storage, clean and ready for reuse, after each use.
- Maintains 18-inch white line perimeter clean and free from all debris, upkeeps line from flaking paint, or rust.
- Maintains and cleans out the dock sump pump hole and keeps it clean of debris.
- Performs other job-related duties as required.

Education and/or Work Experience Requirements:

- High School Diploma/ or GED required.
- Verbal and written communication skills, including ability to effectively communicate with internal team members and via email, telephone, 2 way radio, or handwriting
- Basic computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- 49CFR Certified
- Current forklift license

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Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their job.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: