



Bottle Recycling Program Assistant – Contract, Part Time

GENERAL SUMMARY

Reporting to the Executive Director, the Bottle Recycling Program Assistant is responsible for the preparation and sorting of bottles and other materials for recycling. This position supports CCWN's Social Enterprise with the maintenance of the recycling depot, greeting, educating and assisting volunteers with sorting of recyclable goods, and ensuring recycling bins are free of unacceptable items and substances. This will be achieved while acting in accordance with prescribed policies and procedures, and in support of the strategic plan, mission, vision and values of the organization.

Location: Warehouse in Stoney Creek (between Fruitland Rd and Grays Rd)

Responsibilities:

- Follow all applicable “host plant” rules, maintenance rules and safety rules
- Maintain site safety
- Maintain accurate records data of bottle donations received, volunteers on site, skids incoming and outgoing etc.
- Sort materials, such as glass bottles, tetra packs, cans, cardboard or plastics, into appropriate categories
- Sort and stack bottles, cans and other related materials by colour, size, and composition into approved boxes
- Operate skid steer, pallet jacks, etc. to move, load, and relocate product for shipping or to be ready for receiving additional product
- Inspect, clean, lubricate tools and equipment; perform routine maintenance or minor repairs or report needs
- Prepare product for shipping, loading trucks with pallet jack, stacking and palletizing cases of bottles on appropriate skids; wrap for safety
- Maximize quality levels of product going back to vendor
- Provide routine updates on productivity, challenges, and concerns
- Clean recycling facility by sweeping, raking, picking up broken glass and loose debris, moving/emptying barrels and bins, skids, boxes or other items and equipment

4309 Central Avenue, P.O. Box 171 Beamsville, Ontario L0R 1B0
905-563-5822 | www.communitycarewn.ca





- Maintain housekeeping within the entire sorting area, and inventory of supplies
- Collect waste and recyclable materials and dispose of responsibly
- Greet visitors, donors, and volunteers
- Guide and assist volunteers in sorting of recyclable goods
- Brief guests on safety on site measures, sign in and out procedures and other details
- Promote volunteerism by working collaboratively with agency volunteers

Qualifications:

Education/Experience

- Secondary Education or equivalent
- 2 years' experience working in shipping and receiving or a comparable role (not required)
- A combination of education and experience will also be considered

Knowledge, Skills, Abilities

- Capable of performing duties requiring considerable physical strength and endurance
- Experience working in a warehousing/industrial environment
- Experienced in operating material handling equipment safely
- Knowledge of OHS requirements in a warehouse environment

- Superior organizational, interpersonal and public relations skills
- Ability to solve problems, prioritize and manage time effectively
- Knowledge and understanding of issues facing people living in poverty
- Demonstrates and promotes a personal understanding and appreciation for the mission, vision, strategic outcomes and values of Community Care of West Niagara

4309 Central Avenue, P.O. Box 171 Beamsville, Ontario L0R 1B0
905-563-5822 | www.communitycarewn.ca





Working Conditions:

Modest surroundings that includes routine exposure to considerable heat, cold and/or adverse weather conditions. There are periods of exposure to continuous noise. This position requires some sudden shift of mental focus that is beyond the control of the job and requires the ability to communicate effectively with diverse groups of individuals with varying levels of ability.

- Wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection
- Lift, carry, move, push, and pull inventory, equipment and/or objects up to approximately 40 lbs (using appropriate equipment and approach) on a regular basis
- Considerable physical movement and effort including but not limited to crouching, climbing (ladders and stairs), kneeling, reaching, bending, squatting, standing, and walking
- 4 or more hours per day of close visual attention and concentration
- Flexibility to sit, stand and walk during day

Final – Updated: June 13th, 2022