

# Recycling Technician Job Description



The Recycling Technician (RT) is a member of the Residence Life and Housing Student Operations Services Staff (SOS Staff). These staff positions are crucial to the daily operations of the residence halls and the Department of Residence Life and Housing. The role of the Recycling Technician is to oversee and enforce the Residence Hall Recycling Program in accordance with the Oswego County Recycling Program. Below is a summary of the responsibilities and terms of the position. These are specified in more detail in the *SOS Staff Operations Manual*, which is available for all Recycling Technicians.

## I. Expectations/Responsibilities

- A. Read and follow provisions of the *SOS Staff Operations Manual*.
- B. Recycling Room Operation
  - 1. Open Recycling Room during designated hours.
  - 2. Monitor sorting of recyclables and trash.
  - 3. Educate residents of correct recycling categories and procedures.
  - 4. Sort bags/boxes left in the hallway outside of the Recycling Room so that all materials are in the appropriate containers and attempt to ID the person(s) responsible. Report the incident for the RHD/AHD if identification is accomplished.
  - 5. Replace bags that are full or half-full of heavy items such as magazines, newspapers, and office paper.
  - 6. Tie off full bags and place them in the appropriate location.
  - 7. Be sure that at the end of each shift all containers have new bags, room is locked, and key is returned to the front desk.
- C. Assist in the recruitment and training of Recycling Technician staff.
- D. Hall Wide
  - 1. Participate in Hall Council and RSS functions as outlined by Residence Hall Director/Assistant Hall Director (RHD/AHD).
  - 2. Follow the procedures and operations of the hall's posting policy.
- E. Serve as a positive role model.
- F. Utilize Sub It Up to clock in and clock out at the beginning and end of each shift.
- G. Attend scheduled SOS staff meetings when requested.
- H. Other duties as assigned.

## II. Compensation

- A. Recycling Technicians are compensated at a rate of minimum wage plus .50 cents per hour.
- B. The University's Temporary Service Employment Guidelines govern numbers of hours worked during any pay period.

### III. Terms of Employment

- A. The academic year constitutes the term of employment.
- B. Recycling Technicians may be required to begin work up to one week prior to the hall's official fall opening day and up to one week prior to Spring semester's hall opening.
- C. Recycling Technicians are required to attend and participate in all training periods (typically, pre-service training in August and in January, and in-service training sessions scheduled as needed).
- D. Recycling Technicians report directly to the SOS Supervisor.
- E. Recycling Technicians must live in a SUNY Oswego residence hall during the full term of employment.
- F. Recycling Technician's will receive a performance evaluation each semester.
- G. It is the Recycling Technician's responsibility to check their final grades at the end of each semester. If their semester or cumulative GPA falls below 2.00, it is their responsibility to contact the Department of Residence Life and Housing within one week of the date on which grades were posted by the College Registrar.\*
- H. Failure to meet the responsibilities of the position, gross misconduct and/or any violation of College policy may be grounds for personnel action (i.e. warning, employment probation, or termination).

### IV. Qualifications

- A. Eligibility to apply: To be considered for employment, candidates must possess a cumulative Grade Point Average of 2.0 or higher and a semester Grade Point Average of 2.0 or higher for the regular semester immediately preceding employment.\*
- B. Computer Technicians must maintain a 2.0 semester and cumulative Grade Point Average for the duration of employment.\*
- C. Desk may not begin employment while on Disciplinary Probation. Conduct records will be checked for all applicants.
- D. Computer Technicians must live on campus for entire term of employment.
- E. Computer Technicians must be able to fulfill the term of employment, including training in August and January.
- F.

**\*PLEASE NOTE: Summer and winter session grades are not included when calculating whether or not an applicant or staff member meets the grade requirements for the position.**

**Applications will be available online at:**  
[www.oswego.edu/residence-life-and-housing/employment](http://www.oswego.edu/residence-life-and-housing/employment)