

# The Townships of Johnson and Tarbutt

## JOB DESCRIPTION

**Job Title:** Share Shed Attendant

**Date:** January 2022

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### **PRIMARY FUNCTION:**

The Share Shed Attendant is responsible to ensure the safe operation of the share shed, within the landfill site, for the public and volunteers. The Attendant ensures that the facility is kept clean and that goods are organized in a manner that allows for access by the public, the display of goods, and the means for incoming and outgoing donations. The Attendant will ensure that various materials are disposed of in the proper location, and that users depositing waste are residents of Tarbutt or Johnson.

### **REPORTS TO:**

Clerk of Tarbutt Township or designate.

### **EQUIPMENT:**

Upright dolly for moving materials. PPE will be provided.

### **RESPONSIBILITIES:**

- Ensure the share shed is open on time and available to receive or goods;
- Greet and assist users in a friendly and helpful manner;
- Ensure that donations are made by Johnson or Tarbutt residents;
- Redirect unacceptable materials to the appropriate section of the landfill;
- Monitor share shed usage to ensure no unwanted or hazardous items are dropped off;
- Promote sustainability of the landfill by educating users and encouraging proper methods of recycling and separation of goods;
- Report to the Clerk or designate any need for landfill management, pest control, PPE, signage, user compliance issues, unacceptable behaviour or fire hazards;
- Participate in job related training offered by the Township;
- Perform other duties as may be assigned and approved by both Townships.

In the event of a conflict or disagreement with users, the Attendant is to direct members of the public to contact the Clerk of Tarbutt Township.

### **QUALIFICATIONS:**

- Good interpersonal skills to deal with the public
- Minimum Grade 10 education
- Ability to read and write English

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- Must be self directed, take initiative and be able to work with minimal supervision
- Must be in good physical condition to lift, carry, climb, sweep.
- Good time management skills to ensure all required work is completed each shift
- Knowledge and awareness of WHMIS and hazardous materials recognition
- First Aid certification and CPR would be a definite asset

## HOURS OF WORK

The Share Shed is open the same hours as the Landfill:

October 1 to March 31:      Wednesdays, 12:00 pm to 5:00 pm  
   Saturdays, 9:00 am to 5:00 pm

April 1 to Sept 30:              Wednesday, 12:00 pm to 7:00 pm  
   Saturdays, 9:00 am to 5:00 pm

Attendants are required to work evenings and weekends.

The Attendant is responsible to ensure the share shed opens and closes on schedule.

## ADDITIONAL QUALIFICATIONS

- Good understanding of recycling and waste management principles.
- Must be able to stand for long periods of time while assisting users.
- Must be able to work outside year round in extreme heat, wet or cold conditions.
- Must be confident to provide direction to users regarding donated goods
- Conflict Management skills would be useful to assist in dealing with the public.
- Ability to work safely and be self directed with little or no supervision.

Approved by Tarbutt Council on \_\_\_\_\_