

STARKE COUNTY SOLID WASTE DISTRICT

Position: Part-Time

Start Date: April 03, 2025

Part time job description:

Starke County Solid Waste was established in 1993; when IC 13-21-3-1 designated the solid waste districts. The position reports to the District Director' and although not a part of the Starke County Government as districts are deemed special units, the position generally follows all personnel guidelines established by the Starke County, Indiana Governing Units.

The solid waste district collects recyclable materials; that are processed into new materials. The district is dedicated and cares for the environment.

Position summary: The Part time/ Receptionist will be working as the first point of contact in the office. This position requires a strong ability to multi-task by performing a large range of tasks such as opening and closing the gated area, answering phones, greeting visitors, keeping the office and the recycle site maintained and if needed scheduling meetings, data entry/organization, and providing support for various events; educational programs, and special events through-out the year. An ideal candidate is an excellent communicator and an efficient problem-solver, with an ability to maintain patience and composure at all times

Note will be working at the recycle/office site alone unless there is an event at the site.

Responsibilities and Duties:

- Receptionist duties include answering phones, greeting visitors, distributing information on recycling
- Keeping the office and recycle site clean,
- Collecting money for tire and tv/electronic E-Waste disposal,
- May help with educational and special events
- Organize and maintain the office/recycle site
- Provide assistances to the director
- Gather, organize, and track incoming and outgoing mail, and phone calls
- Other appropriate duties as assigned

Benefits: No benefits offered to Part time position

Schedule: Day shift

- Friday 8:00 AM- 4:00 PM
- Saturday 8:00 AM- 1:00 PM
- Additional hours/covering scheduled vacation/sick leave/conferences/educational training (Monday, Tuesday, Wednesday, Thursday 7:30 AM-4:00 PM)

- When Holidays fall on weekends office and recycle site are closed

Compensation: Hourly- at a rate established by the district board by resolution
Part time has no paid holidays, and or over-time.

Qualifications:

- Must be 18 years of age.
- Pass drug test and background check.
- Must have reliable transportation.
- Ability to balance a cash draw.
- Ability to read, write, communicate effectively and clearly with the general public.
- Please apply in the Starke County Solid Waste Recycle Office, 3835 East 250 North Suite B, Knox. IN. 46534 Monday-Thursday 7:30 AM- 4:00 PM with application and resume.

Starke County Solid Waste District is an equal opportunity employer.