



JOB TITLE: Buy Back Weighmaster

REPORTS TO: Recycling Coordinator and/or Recycle Center Lead

SUMMARY: Responsible for Customer Service at the Recycle Center weighing customer CRV (California Redemption Value) and non-CRV material; inspects material and recognizes CRV vs. non-CRV, source separates prior to weighing, records weight by commodity and makes ticket, counts cash to customers, strips wire, completes daily/monthly reports; opens/closes Recycling Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but not limited to:

- Follows Open/Close Checklist ensuring compliance
- Inspect and sort material, including wire, by commodity and CRV vs non-CRV
- Distinguish and separate ferrous and non-ferrous metals
- Adheres to all state & local laws regarding purchase of non-ferrous metals
- Adheres to CalRecycle requirements for load limits and payouts over \$100
- Adheres to all requirements pertaining to Weighmaster Certification
- Accurately write and record weights
- Create weight ticket in company software or by hand if required
- Count cash payout to customer or advise when payout check will be ready for 3-day holds
- Drive forklift to move bins/material; loads e-waste & mattresses on trailers
- Inspects customer HHW is acceptable per guidelines (Cutler Facility only)
- Inspects customer e-waste and validates free drop-off vs chargeable
- Organizes HHW material
- Assist with e-waste and hazardous waste handling and logging procedures
- Inspect incoming self-haul loads and generates tickets
- Answers phone/radio in a timely & professional manner
- Maintains a clean work environment & surrounding area free of debris, at all times
- Sweeps/mops dumping floor as needed
- Adheres to all safety procedures
- Attend all mandatory safety meetings, which may be scheduled outside regular hours
- Performs other duties as assigned

REQUIRED QUALIFICATIONS:

- Must be able to pass Weighmaster Certification requirements

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent
- Experience with driving a forklift preferred

REQUIRED SKILLS/COMPETENCIES:

- Must be computer literate
- Must have basic math skills and ability to calculate totals, count cash back to customer, and balance cash box
- Able to communicate clearly and in a professional and courteous manner.
- Able to recognize and solve problems
- Able to work independently with little to no supervision; able to work with rotating schedule and flexible start/end times.