

TOWN OF YARMOUTH

Transfer Station / Book Barn Volunteer

JOB DESCRIPTION

GENERAL PURPOSE

This is a volunteer position that reports to the Solid Waste Superintendent or other designated employees.

Under limited supervision, volunteer may perform a variety of tasks associated with the Swap Shop and Book Barn.

SUPERVISION RECEIVED

Works under the general supervision of the Solid Waste Superintendent or other designated employees.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Keeps Swap Shop / Book Barn area clean and organized, inside and outside the building.
- ◆ Answers questions for the public and guides them as necessary on the proper use of the facility and item disposal.
- ◆ Separates out unsuitable items for proper disposal.
- ◆ Assists staff with cleanup of items.
- ◆ Notifies staff of any issues or problems associated with the Swap Shop / Book Barn.
- ◆ Opens & closes the area at the appointed times.

PERIPHERAL DUTIES

None.

DESIRED MINIMUM QUALIFICATIONS

- ◆ Helpful and friendly attitude.
- ◆ Strong work ethic.
- ◆ Friendly / outgoing personality.
- ◆ Knowledge and supporter of the waste hierarchy.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Ability to perform small level manual work.
- ◆ Able to lift up to 25 lbs.
- ◆ Ability to deal with the public in a courteous and tactful manner.
- ◆ Ability to work outside in the elements.
- ◆ Must be able to walk / sit /stand and have proper clothing and work boots for working outside in the elements.

SPECIAL REQUIREMENTS

- ◆ Must not take items from the Swap Shop / Book Barn while working as a volunteer.
- ◆ Must park in the area designated by the Solid Waste Superintendent or facility staff.

TOOLS AND EQUIPMENT USED

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is regularly required to use hands to finger, handle, feel or reach with hands and arms. The volunteer is frequently required to stand, sit, and talk or hear. The volunteer is often required to walk, balance; stoop, kneel, crouch and smell.

(Physical Demands (cont'd.))

The volunteer may occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer regularly works in outside weather conditions. The volunteer is frequently exposed to wet and/or humid conditions, dusty, cold, snowy, icy conditions.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an agreement between the employer and volunteer, and is subject to change by the employer as the needs of the employer and requirements of the job change.