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ssrcoop.info

## **SSRC Household Hazardous Waste Assistant job description Posted 4/19/2024**

### **HHW Assistant:**

The successful candidate must be reliable, communicate effectively with the general public, and have good quantitative abilities.

- Learn how our HHW system works by reviewing the [website](#), and in a briefing with the Executive Director and current staff.
- Confirm availability with Executive Director before the season (n/a for spring '24).
- Check in at each site by 8:30.
- When each car arrives, and together with the Supervisor, check residency (drivers license, transfer station sticker or utility/tax bill)
- Evaluate the material brought for acceptability and quantity.
  - Check for unacceptable items, especially latex/acrylic paint. Advise on proper disposal.
  - There are four levels of quantity, with liquids counted as gallons and solids by lbs. Small= up to 3 gallons or lbs; half= 3+ to 10; full= 10+ to 25 gallons or lbs; multiple= >25, >50 etc.
  - Assess quantity level of acceptable material in conjunction with the supervisor and service provider's assessor, and assign to one of the levels.
  - Record the town of residence and load quantity on the provided form.
  - If the residents come from certain towns, collect a required authorization form and/or a check. (Only 3 of our towns require this).
- At the end of the day, tally up the quantity totals (car count, small loads, half loads, full loads).
- Pay starts at \$22/hour, as an employee (not a contract position).
- A safety vest, name tag and gloves will be provided.

Contact Claire Galkowski at 781-329-8318 or [ssrcoopinfo@gmail.com](mailto:ssrcoopinfo@gmail.com)