

## Convenience Center Attendant

\$9,932 / year (\$9.55 / hour); Part-time Regular position + [Part-Time Benefits](#) (20 hours/week)

James City County General Services seeks an individual to perform responsible work operating one or more of the County's Convenience Centers for disposal of residential refuse and recyclables.

### Responsibilities:

- Clean Convenience Centers; collect refuse placed on ground; sweep area and pick up litter.
- Ensure various materials accepted by Centers (glass containers, aluminum cans, plastics, mixed paper, cardboard, and trash) are placed in proper collection containers.
- Operate solid waste equipment including stationary compactor, pick-up truck, and farm tractor.
- Inform citizens of County's mandatory recycling requirement to separate recyclables from refuse before disposal at Convenience Centers; monitor compliance before disposal.
- Estimate size of loads of trash and accept the appropriate number of coupons required for disposal.
- Maintain daily records of the number of residents using the center and the amount of convenience center coupons collected.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma preferred.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to courteously and effectively communicate with public and enforce regulations.

**Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**