

## Recycle / E- Recycle / Shredding

### Job Categories:

**Recycling General Labor-** Job duties include sorting materials such as metals and constructions materials into appropriate containers, and extract chemicals form discarded appliances. Employees will clean recycling materials, the recycling yard, and equipment. Employees may operate fork lifts, bailers, pallet jacks, power lifts, and front end loaders.

**E- Waste/ Shredding Worker-** Job duties include picking up E-waste/ shredding from donor's location (includes driving company box truck), properly record and maintain records of e-waste and shredding received by facility, evaluate e-waste to determine if it will be refurbished or de-manufactured for recycling, become familiar with rare finds of products that are no longer produced but are in demand, perform shop activities such as demanufacturing and refurbishing e-waste materials, other duties as assigned.

To be eligible for employment in the Recycle, E-Recycle, and Shredding Facilities you must meet the following requirements:

Have valid Arkansas drivers license                      Be able to pass DOT physical (Shredding)  
Have reliable transportation                              Have auto insurance  
High school diploma or G.E.D. preferred  
Be able to pass a pre-employment drug screening

Position	Schedule	Location	Position #
Maintenance Worker	Monday - Friday 7a-3:30p	Jonesboro	DM
Recycling Foreman	Monday - Friday 7a-3:30p	Jonesboro	677 DS
E- Waste/ Shredding Worker	Monday - Friday 7a-3:30p	Jonesboro	752 DM

## Business Office / Administrative

### Job Categories:

**Human Resources Assistant- .....**

To be eligible to work in the business office you must meet the following requirements:

Have a valid Arkansas Drivers License  
Have reliable transportation  
Have a high school diploma or G.E.D.  
Able to pass criminal background checks  
Additional requirements for each position will be listed above in the job description

Position	Schedule	Location	Position #
Human Resources Assistant	Monday - Friday 7a-3:30p	Jonesboro	