

JOB TITLE: RESOURCE RECOVERY ASSISTANT II

JOB DESCRIPTION:

This employee is responsible for the dispersment and record keeping for all surplus items for the School District. This person also works closely with the district Recycling Coordinator and all district recycling, recovery and solid waste reduction programs.

Duties of this position include but are not limited to:

1. Preparing data regarding surplus items to the Board.
2. Coordinating and tracking the redistribution of surplus items to all school district sites.
3. Preparing surplus items to be sent to public auction.
4. Attending public auction and observing sales of school board items as needed.
5. Preparing reports to district office regarding the sale of surplus at public auction.
6. Tracking and coordinating the pick up and removal of solid waste at all district school sites.
7. Compiling monthly, quarterly and yearly reports as directed by the district Recycling Coordinator.
8. Tracking donated items from and to the school district.
9. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. High school diploma or equivalent.

DESIRED QUALIFICATIONS:

1. Experience in bookkeeping.
2. Basic computer skills.
3. Valid Florida driver's license for district vehicles driven.
4. Experience in school based recycling program.