



**Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
PHONE (715) 634-8934 • FAX (715) 634-4797 • HR FAX (715) 699-1209**

Job Announcement

Recycling Center Facilities Attendant

Position Description: Recycling Center Facilities Attendant (Full Time, 40 hours)
Posting Date: August 8, 2023
Closing Date: Open Until Filled
Location: LCO Recycling Center (Schoolhouse Road)
Supervisor: LCO Recycle Center Manager

Position Description:
Recycling Center Sanitation Maintenance & Operations

Qualifications:

- Mature adult, tribal preference applies
- Experience working with people
- Must be 18 years of age or older
- Must be dependable
- Physically able to lift up to 50 lbs.
- Must be able to pass a background check(s)
- Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

- Collect garbage from public and provide a receipt for every transaction
- Collect and sort recyclables
- Acquire all necessary training and able to travel to these trainings
- Pick up Transfer Site grounds daily
- Help elders and disabled individuals unload garbage
- Pick up illegal dump sites at gate entrance and road cleanup
- Collect payments for transfer drop-off.

**LCO Tribal Government
Human Resource Department
Recycling Center Attendant**

- Monitor Recycling Center disposal bins
- General maintenance on building and front gate
- Dump all oil containers in Used Oil Tank daily
- Ensure that no waste is dumped on the ground
- Ensure that no unacceptable materials are taken in.
- Work with collection and other vendors

Application Procedure:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***