



Recycling Associate L2 (Forklift or Cashier Certified)

Company History

Didion-Orf Recycling is family owned and operated since 2001. Our company adheres to all R2/RIOS, EPA, federal, state, and local laws. Didion-Orf strives to keep the highest standards in the recycling industry while maintaining a tenacious attitude for success. We pride ourselves on customer service and keeping competitive pricing in today's markets. We operate on a 17 acre facility and offer a wide range of recycling solutions. Our company's success is rooted in our ability to work as a team and harvest a positive work environment. We are always looking for dedicated employees that share the same entrepreneur spirit and initiative that started Didion Orf Recycling over 16 years ago.

Job Duties/Responsibilities

- Actively participate in the following: customer service, employee training, material processing, housekeeping, inventory, upgrading, etc.
- Safety is your top priority. Secondly, ensure that all our customers are being helped in a timely and courteous manner.
- Focus on educating new customers and keep them coming back.
- Ensure safe handling of all transactions. As you greet a customer, ask for their name so that you can write it on their ticket.
- Accurately recording material weights and payment transactions.
- Appropriately identify, handle, sort, and process focus materials.
- Directs customers to the appropriate area and assists them with unloading material in a courteous manner.
- Enforce the buddy system with new or less-experienced employees so that questions can be answered, and problems can be avoided.
- Identify and reject nonconforming products. If the nonconforming product is found after customer is gone, report it to your QEH&S Manager.
- Ensure fellow employees are using the proper PPE, and are working safely.
- Prioritize tasks and organize your efforts to maximize efficiency.
- Mediate customer conflicts. If you cannot, then report to team lead or manager ASAP.
- Lead by example – work the way you expect other employees to work.
- Maintain a safe, efficient, and environmentally friendly work place for all employees.
- Be sure to communicate clearly and respectfully over the radio when calling material back to the scale or requesting assistance
- Perform housekeeping duties as needed throughout the day.
- Report to and from work at the appropriate times for breaks and lunches
- Always check for non-conforming products before dumping material into bins
- Checks identification of materials to be moved. Cross-references with production schedule or shipping schedule to ensure accuracy.
- Weighs material after sorting and relay accurate information to scale house operator for customer/vendor payment.
- Complies with all company policies, along with, all federal, state and local laws.
- If you shift ends at 3:30 you are required to work until 3:15 then start the shutdown process. If shift ends at 4:30 you are required to work until 4:15 then start the shutdown process or until the last customer is gone.

SAFETY AND HEALTH RESPONSIBILITIES

- Follow safety rules described in this program, OSHA safety standards, R2/RIOS standards, and training you receive.
- Report unsafe conditions or actions to your supervisor or safety manager promptly.
- Report all injuries to your supervisor promptly, regardless of how serious.
- Report all near-miss incidents to your supervisor promptly. Fill out incident report for safety manager.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or defeat any safety device or safeguard provided for employee protection.
- Encourage co-workers, by your words and example, to use safe work practices on the job.
- Make suggestions to your supervisor, safety manager, or other management representatives about changes you believe will improve employee safety.
- Always ask questions if there is anything that you are unsure about.

Cashier

- Opening the register, calculating how much money you need from the bank that day
- Each afternoon, counting down the register and making sure all money is accounted for.

Forklift

- Walk through training, then a test will be required for you to be certified with our company as a fork lift driver.
- This will ensure that you have the proper training and are able to run a Forklift safely through out our facility.

Behavioral Expectations

- Reporting to work in a timely manner
- Complies with all company policies
- Outstanding customer service
- Long-Term client relationships
- Organizational integrity and honesty
- Workplace and employee safety
- Well-being of our employees
- Highest level of professionalism

Preferred Qualifications/Skills

- Customer Service is a must at this position, you will be interacting with the public all day
- Knowledge of metals, nonferrous vs. ferrous, and grades of material.
- Ability to follow directions and work independently as needed. Must be able to read, write, and do basic math.
- Ability to work in a fast-paced manufacturing environment.
- Outstanding work ethic, punctuality, desire to constantly improve skills.
- Ability to work a flexible schedule to meet job demands.
- Must have valid driver's license and reliable transportation.
- Perform additional duties as needed.
- Knowing simple Math

Education/Experience

- High School Diploma or equivalent
- Knowledge of the scrap industry is preferred, but not required.

Work Environment

This position will require you to be mostly outside in the cold and hot, dealing with different grades of material. You be exposed to dirt, dust, debris, etc. There will be times when customer flow is light that you will be directed to sort material in our building and or cleaning the facility up. This is a very active position and hands on.

Benefits

- Eligible employees can elect to participate in:
- Medical, life, dental, vision plans
- Direct Deposit
- Flex Spending Accounts
- Optional/Voluntary policies such as short and long-term disability, accident policy, etc.
- 401 (k) plan and/or Traditional or Roth IRA
- Paid time off
- Paid sick time
- Paid holidays

EMPLOYMENT APPLICATION

Date: / /

PERSONAL

Last Name:	First Name:	MI:	SS/DL#:
Present Address:			
Home Phone:	Mobile Number:	Email:	
Permanent Address, if different from present address:			
If hired can you provide proof that you are legally able to work in the United States?			Yes No
How were you referred to us?			
Advertisement	Employee	Employment Agency	Walk-in Other
Depending on the position that I am applying for, I am healthy enough and capable of:			
Lifting at least 50 lbs.	Yes No		
Standing for at least 8 hours	Yes No		
Do you have a pre-existing condition that would prevent you from performing your job duties? Yes No			
If so, can you provide the employer with a full release from the doctor that treated the pre-existing condition? Yes No			
List any relatives or friends employed by the Company:			Relationship:

EMPLOYMENT

Position Desired:	Salary Desired:
Are you available for overtime?	Yes No
Are you over 18 years of age?	Yes No
When are you available to begin work?	
Are you able to perform the essential functions of the job for which you are applying?	Yes No

SKILLS

Are you able to operate heavy equipment?	Yes No	Types:
Specific skills or training: What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for?		

EDUCATION

Type of School	Name & Location of School	# of years completed	Graduated		Degree(s) or Diplomas(s)	Major Field(s) of Study
			Yes	No		
High School or Trade School						
Business or Tech. School						
Jr. College and/or University						
Other Training (Explain)						

EMPLOYMENT HISTORY

Experience: Please account for all employment within the last seven (7) years, beginning with your current or more recent employer. In addition, please indicate any other experience which you believe is relevant to the position for which you are applying (e.g., volunteer experience, military service, experience gained over seven (7) years prior, etc.) Attach an additional sheet if extra space is needed.)

--

POSITIONS HELD

Company Name:	Dates Employed: From: To:	Starting Salary Ending Salary
Street Address:	Job Title:	Hours Worked From: To:
City, State, Zip Code:	Specific Job Duties: 1. 2. 3.	
Telephone:		
Supervisor:		
Is this your current employer? Yes No	Reason for leaving:	
May we contact this employer? Yes No	What is the most important skill demonstrated on the job?	

POSITIONS HELD (cont.)

Company Name:	Dates Employed: From: To:	Starting Salary Ending Salary
Street Address:	Job Title:	Hours Worked From: To:
City, State, Zip Code:	Specific Job Duties:	
Telephone:	1.	
Supervisor:	2.	
Is this your current employer? Yes No	3.	
May we contact this employer? Yes No	Reason for leaving:	
	What is the most important skill(s) demonstrated on the job?	

Company Name:	Dates Employed: From: To:	Starting Salary Ending Salary
Street Address:	Job Title:	Hours Worked From: To:
City, State, Zip Code:	Specific Job Duties:	
Telephone:	1.	
Supervisor:	2.	
Is this your current employer? Yes No	3.	
May we contact this employer? Yes No	Reason for leaving:	
	What is the most important skill demonstrated on the job?	

PROFESSIONAL REFERENCES

Please list at least 3 Professional References

Name: Address:	Phone:
Name: Address:	Phone:
Name: Address:	Phone:

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?	Yes	No
If yes, please describe:		

PERSONAL REFERENCES

Please list two (2) persons NOT related to you who have known you for at least five (5) years.		
Name:	Address:	Phone No.
Name:	Address:	Phone No.

APPLICANT'S STATEMENT

(Initial each numbered item as read)

1. _____ The information that I have provided on this application is accurate to the best of my knowledge and may be verified by the Company or its agents.
2. _____ I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of the Company, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release the Company, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3. _____ I understand that the Company is committed to maintaining a drug and alcohol free work place. Accordingly, I will be subject to a pre-employment physical and urinalysis or other drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if the Company has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.
4. _____ I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
5. _____ I understand and agree that the employment for which I am making application is, and is intern to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either me or the Company. There will be no agreement, express or implied between the Company and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of the Company.
6. _____ I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read all of the above statements (6).
7. _____ I understand and agree that the Company is committed to maintaining a safe work environment for our employees. Accordingly, I will be subject to a pre-employment background check. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire.
8. _____ If it is determined that you have a pre-existing condition at the time of your physical/drug screen can employee provide a full release from the doctor that treated the employee.

Date

Name

Signature