



Hancock County Solid Waste Management District ~ Litter Landing  
1720 E. Sandusky Street, Findlay, Ohio 45840  
Mailing Address: 300 S. Main Street, Findlay, Ohio 45840  
Phone: 419-424-1113 www.HancockEnvironment.com

### Job Description

#### PT General Laborer / Forklift Operator / Driver

- Must have ability to do heavy lifting
- Must have current Forklift Equipment Certification
- Must have good driving record (CDL a plus)
- Must be polite and courteous to customers, volunteers, clients and staff
- Assist with emptying donation bins
- Assist and oversee community service volunteers
- Assist with cleaning the facility (sweep floors, mow grass, pick up litter, waste & maintain equipment etc.)
- Assist customers with unloading recyclable materials from their vehicles
- Attend safety and administrative meetings
- Drive vehicles to recycling events, programs and other locations as needed
- Assist in day-to-day administrative duties such as sign-in/sign-out sheets, training, oversight and paperwork for community service volunteers
- Required to have/wear safety glasses, steel-toe boots and gloves. Gloves and glasses will be provided

#### \*Miscellaneous\*

- This position will pay according to skill, abilities, and previous work experience and education. Hancock County benefit package will be included as compensation for full time positions including medical insurance, dental insurance, paid vacation, paid sick time, O.P.E.R.S., etc.
- You will be required to work weekends and holidays as your supervisor requires. You may be required to work more than 8 hours per day but not more than 40 hours per week without prior authorization from your supervisor
- Hancock County is an Equal Opportunity Employer

**This is for a PART-TIME position with varying hours up to 25-30 hours per week. Schedule will be evenings and weekends. May lead to full-time position.**

Please apply in person at Litter Landing during staff hours.

Monday-Friday 7am – 7pm / Saturday 8am – 6 pm / Sunday 9am – 5pm