



Facilities Assistant

Work Schedule

Part-time (15-20 hours/week)

Flexible schedule TBD, would need to be sometime during the hours of 7:00am-4:30pm

Position Summary

Dedicated to assisting Safety Coordinator with managing environmental practices and light housekeeping. Position will serve to help manage MCL's sustainability and recycling efforts. In addition, position will also serve to maintain the cleanliness of general areas in the facility such as the breakroom and restrooms.

Responsibilities

- Following MCL recycling best- practices
- Cleaning breakroom (wiping down tables, making popcorn, running dishwasher, etc.)
- Collecting recycling and waste from office and production areas
- Properly managing recycling and waste
- Utilizing cardboard shredder to create reusable packaging material
- Weighing and tracking recycling
- Occasional bathroom cleaning
- Assist with periodic recycling drives and events

Education/Training

- High school diploma
- Driver's license

Knowledge/Skills/Abilities

- Housekeeping knowledge
- General recycling knowledge
- Self-starter; positive attitude
- Ability to serve internal customers
- Ability to work safely
- Adaptability to evolving recycling program

Travel Requirements

- Less than 10%

Physical Requirements

- Lifting up to 50 lbs. occasionally
- Twisting and bending regularly



- Walking and standing 85%

Materials and Equipment Utilized

- Cardboard shredder
- Recycling compactor
- Pallet jack

Working Environment:

- Light manufacturing noise
- Outdoor conditions to take waste out

