



## Twenty-Nine Palms Band of Mission Indians Job Description

**Job Title:** Recycling Technician  
**Department:** Tribal – Recycling Program  
**Reports To:** Tribal Project Liaison/Project Manager

### **Summary:**

The Recycling Technician is responsible for carrying out the daily activities of the Tribal Recycling Program. These activities include waste collection, sorting of recycling material, and disposal of non-recyclable material in accordance with Spotlight 29 Casino health and safety policies. Additionally, the employee will coordinate with the Housekeeping Department for the collection of waste material from Spotlight 29 Casino and with the recycling company for pick-up of recyclable commodities.

### **Essential Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Collect, handle and deliver recyclable material.
- Perform all duties of a Material Sorter.
- Maintain Recycling center in a clean, well-organized manner.
- Maintain a safe work area in compliance with Corporate/OSHA Standards, and perform all work in accordance with established safety procedures.
- Inspect collection barrels, carts, dumpsters, and other department equipment to ensure proper function and notifies management of any deficiencies.
- Recommend measures to improve production, equipment performance and product quality.
- Verify accuracy of recycling company's pick-up manifests.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS).
- Ability to multi-task and manage multiple priorities.
- Good communication skills.
- Ability to perform under limited supervision and work overtime based on the needs of the facility.
- Favorable employment history with a proven record of excellence attendance.
- Focus on safety and quality.
- Strong work ethic and positive attitude.
- Trustworthy and responsible.
- Must be capable of presenting a positive image of Spotlight 29 Casino to its guests and vendors and willing to assist them as required.

- Must follow all safety policies and procedures and attends all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

### **SUPERVISORY RESPONSIBILITIES:**

This job requires no supervisory responsibilities.

### **EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):**

- Must possess High School Diploma or equivalency.
- One to three months related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATION, LICENSE AND ANY ADDITIONAL REQUIREMENTS:**

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass backgrounds suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, or sit; talk or hear; use hands to finger, handle or feel, reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds, and occasionally carry up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts as assigned through the schedule or by the supervisor.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually loud.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis.