



JOB TITLE: Recycling Operator-Level 1 **DEPARTMENT:** Material Recycling Facility
REPORTS TO: Production Manager **FLSA:** Non-exempt Fulltime / Part Time

Position Summary:

This role operates key recycling equipment—including balers, forklifts, and other facility vehicles—and may use skid steers when needed. It also involves running sorting lines for paper, cardboard, and plastics, while performing basic preventative maintenance on all related machinery to keep operations running smoothly.

Essential Job Functions:

- Operate and perform routine preventative maintenance on conveyors, auto-tie balers, manual tie balers, forklifts, and possibly skid steers.
- Operate sorting lines and sort mixed paper, cardboard, and mixed plastic feed stocks.
- Weight materials on scales.
- Stack and unstack materials using material handling equipment.
- Ensure bale quality and integrity.
- Load and unload trailers, trucks, and hoppers.
- Maintain facility work areas in a clean and safe condition.
- Report safety hazards and follow safety procedures.
- Assist, when necessary, with other recycling duties including the front desk.
- Wear personal protective equipment (PPE).
- May perform other duties as directed by the Operations Coordinator and Production Manager.

JOB REQUIREMENTS:

- Must pass our pre-employment drug screen, physical, and TB testing.
- Must be available to work some Saturday and holidays as business levels dictate.
- Must be able to lift to 50 lbs. with assistance.
- Must be able to physically transfer client from a wheelchair in a safe manner.

EDUCATION: High School diploma or equivalent preferred.

EXPERIENCE:

- Experience working in a manufacturing environment is desired.
- Prior experience performing basic preventative maintenance on machinery is a plus.
- Experience operating forklifts is desired.
- Prior skid steer operation experience is a plus.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT



SKILLS:

- Ability to operate balers, conveyors, forklifts, and potentially skid steers.
- Ability to troubleshoot and perform routine basic maintenance on balers, conveyors, and other equipment as trained.
- Ability to recognize and differentiate various paper and plastic grades following training.
- Strong verbal and interpersonal communication skills to convey information clearly and accurately.
- Ability to remain flexible and adapt quickly to shifting production priorities and schedules.

SUPERVISORY RESPONSIBILITIES:

- Oversee staff and prevocational members working on the sorting line.
- Ensure compliance with safety protocols and that quality and productivity standards are consistently achieved.
- Refer any personnel concerns or issues to the MRF Production Manager.

PHYSICAL DEMANDS & WORKING CONDITIONS:

This role requires regular light to moderate lifting, pushing, pulling, climbing, and bending, with occasional heavy lifting as needed. Prolonged standing is expected. Work takes place in both indoor and outdoor areas and may involve exposure to seasonal weather conditions such as cold, heat, humidity, and wet environments. The facility can be dusty. **Overtime and occasional Saturday work may be required based on production needs.**

Employee Print Name

Employee Signature

Date

Supervisor Signature

Date

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT



INSPIRE • EMPOWER • CONNECT

2818 Meadow Lane
Manitowoc, WI 54220
920-682-4663

www.ascendservicesinc.org

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

C:\Users\hsimonar\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\PF188DI4\2026.01.
27 - Recycling Operator - Level 1.docx

REVISION DATE: January 2026