Job Opening Scale Attendant

Grade 8

Reports to: Scale House Manager  Department: Landfill Operations
FLSA Status: Non-exempt  Wage Range: $12.73 - $17.22 hourly

JOB SUMMARY:
Reports to the Scale House Manager, person in this position is responsible for the collection, processing, depositing, reporting, researching, and reconciling of all monies at the Wasatch Integrated Waste Landfill, Materials Recovery Facility and the thrift store through the receipt of waste for disposal and the sale of products at the landfill.

ESSENTIAL FUNCTIONS:
1. Operation of computerized scales to weigh and assess disposal fees for all commercial vehicles and process through citizen vehicles.
2. Operate computer and track cash drawer accurately. Process manual transactions accurately and quickly (if computer is inoperable) in order to minimize customer's wait and maintain an accurate record of all disposal fees, tonnage, types of materials, types of waste, origination of waste, loaded or unloaded, and number of loads received at each site.
3. Accurately account for large sums of cash and checks collected from both sites. Prepare daily cash checkout for further processing by supervisor. Place cash, checks, deposit slips, into safes.
4. Provide professional customer service including interaction with each customer in a pleasant and courteous manner.
5. Answer all in-coming phone calls and direct all calls to correct employee or department, with courtesy and professional customer service.

EDUCATION AND EXPERIENCE
1. Minimum 18 years.
2. High school diploma or GED required.
3. One-year work experience in a retail field closely related to these duties.
4. Possession of valid driver’s license issued by the state.
5. Type 30 wpm and ability to pass type test.

See full job description in Human Resources office.
AAP/EEO Drug Free Workplace
Wasatch is committed to diversity in its workforce. Women and minorities are encouraged to apply.