

**COMSTOCK TOWNSHIP
TRANSFER STATION OPERATOR JOB DESCRIPTION**

This is a part-time position, generally 24 hours/3 days per week

April 1 through November 30	Tuesdays & Thursdays 11:00 A.M. to 6:00 P.M. Saturdays – 9:00 A.M. to 4:00 P.M.
December 1 through March 31	Thursdays 11:00 A.M. to 4:00 P.M. Saturdays 9:00 A.M. to 4:00 P.M.

POSITION DUTIES:

1. Retrieve blank receipts and printed materials from Township Office each morning.
2. Open Transfer Station by unlocking both sets of gates plus barn and office doors.
3. Greet Customer(s) and verify patron is a Comstock resident and also not a business. Make sure the customer has a compactor card with a current year sticker.
4. Follow proper disposal procedure.
 - Rubbish:
 - a. Assess load size, identify any unacceptable items, determine fee, and date stamp the dump card before customer disposes of rubbish
 - b. Fill out receipt with resident's name, address, determine the number of cubic yards and perforate the appropriate dollar amount on the punch card.
 - c. Customer is required to place items in the bins, operator cannot assist
 - Grass, leaves, tree debris disposal:
 - a. Instruct customer grass/leaves are one side and tree debris on the other side
 - b. No bags can be left at the disposal site
 - c. Fill out receipt with resident name, address and indicate type: grass, leaves or brush
5. Complete daily check of site for safety concerns and for proper posting of safety, directional signage and/or holiday closings.
6. Keep site clean and organized. Notify Supervisor immediately of maintenance needs.
7. Close Transfer Station by locking office, barn doors and both gates.
8. Turn in all receipts to the Township Office at the close of each day. Leave written note to Township office staff when containers are full and need to be emptied.

RESPONSIBILITIES:

Identify any unacceptable items and ensure that customer does not dispose of these items at the Transfer Station. Document the vehicle, date, time and items not accepted.

Responsible to balance cash receipts and process credit debit cards on site.

Account for proper record keeping by issuing accurate receipts, punching Compactor card(s) and documenting unacceptable items brought to Transfer Station.

Keep Treasurer informed of any receipt discrepancies.

Alert Township Supervisor of any questions/concerns immediately.

Revised: September, 2019