



Compost Attendant (Part-Time)

Upper Merion Township, located in King of Prussia, PA is looking for a part-time highly motivated ***Compost Attendant*** who will report directly to the ***Transportation Superintendent***. The ***Compost Attendant*** will perform routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, property management, security and bookkeeping.

The duties of the ***Compost Attendant*** include (but not limited to):

- Greet landfill customers and direct to appropriate location.
- Answer questions concerning fees, dumping, hazardous wastes, recycling, and other related matters, or refer customers to supervisor, as necessary.
- Weigh vehicles entering the sanitary landfill, identify content of vehicle, and calculate the appropriate fee charged for dumping.
- Perform cashier duties accurately; receive, receipt, and record fees.
- Compile data such as volume, source, and waste type; prepare summary reports.
- Open and close landfill site; deliver necessary paperwork to and from department head as required.
- Possess working knowledge of computers and office practices and procedures.

Minimum Qualifications:

- High School Diploma or equivalency.
- Possess and maintain a valid Pennsylvania driver's license.
- Work outdoors in all weather conditions.
- Possess working knowledge of computers and office practices and procedures.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until positions are filled.**

Equal Opportunity Employer