

COMPOSTING AND RECYCLING CENTER POSITION DESCRIPTIONS

The Composting and Recycling (C&R) Center is responsible for putting waste that can be composted, recycled or taken to farmers in appropriate containers.

Center Director: The Center Director is responsible for overseeing the operation of this Center, including: working with the Volunteer Coordinators to ensure appropriate containers are available for composting and recycling, arrange to borrow Clear Stream recycling bins from Mon County Solid Waste Authority (MCSWA) at least a month in advance, overseeing set up of the center on Friday before the luncheon, educating C&R Runners as to where different types of waste should be placed, training the C&R Assistants and directing them as needed during the luncheon, ensuring that the Center remains clean and that waste is not permitted near the pantry, and overseeing cleanup of the Center when the luncheon is over.

C&R Assistants: are responsible for a quality check of the separated compost, recycled and food waste brought to the C&R Center. They will also set up collection bags, replace filled bags, move filled bags to proper areas and put pig food, compost, and recyclable waste in assigned areas, as well as general upkeep of the area.

Clorox wipes, creamer cups, butter cups, plastic gloves and other non-compostable/recycleable material must be placed in the trash. Cardboard (i.e. boxes) should be broken down and stacked for recycling. Most of the cardboard recycling will happen after the event is over. Left over soups from patron tables will be disposed of in large buckets. A farmer will pull to the back doors to pick up the buckets.

Compostable bags should be twisted and tied when full. Keep in mind that compostable bags are not as sturdy as regular trash bags and should be handled accordingly.

Assistants for the first shift should arrive, check in at the volunteer table and **be at their designated stations by 10:00 am.** Please plan to have your lunch when your shift is over; you may want to bring a protein bar.

Assistants who are scheduled for the second shift should arrive early enough to have their lunch prior to the beginning of their shift, check in at the volunteer table after your lunch and **be at your designated stations by 12:30.** This will allow time to partner with the person that you are scheduled to replace, to become familiar with your duties.

Heavy lifting is not required.

Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.

Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.