UNA UNIVERSITY NEIGHBOURHOODS ASSOCIATION

JOB DESCRIPTION

POSITION: Green Depot Attendant – Part Time

EFFECTIVE DATE: November 23rd, 2026

DEPARTMENT: Operations

REPORTS TO: Sustainability Specialist

DIRECT REPORTS: None

JOB SUMMARY

Reporting to the Sustainability Specialist, the Green Depot Attendant is responsible for providing general customer service, administrative and operational duties of the facility. They will also contribute to UNA initiatives to divert waste from landfill and promote responsible item ownership and waste disposal for community members. This will be a part-time position with an approximate total of 24 hours per week. Weekday and weekend work will be required. Shifts are subject to change, and some flexibility may be required.

OVERALL GOALS FOR THE POSITION

1. Contribute to landfill waste diversion in the community.
2. Contribute to community education of responsible waste disposal, item ownership, and item circularity.
3. Help with the benchmarking, measuring, and logging of waste diversion.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

1. Greet Green Depot patrons.
2. Keep up to date on best practices for repurposing and recycling options.
3. Answer public enquiries in person and educate visitors to the Depot.
4. Help patrons process items to repurpose or recycle.
5. Record and enter data for waste management tracking.
6. Create regular reports based on waste diversion data.
7. Assist patrons by providing information on alternative drop-off locations.
8. Maintain the cleanliness, general appearance/organization, and good working condition of the Depot.
9. Perform opening and closing duties.
10. Monitor the security of the Depot during hours of operation.
11. Display and organize “Free Items” outside of the Green Depot
12. Upkeep, organize, and educate patrons about the “Free Item” circular economy initiative.
13. Upkeep, organize, and manage the Community Share Library, the Seed Library, and the Toy Boxes.
14. Complete special projects and other duties as assigned.
15. Identify areas of improvement and further opportunities for waste diversion in the Depot.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Requirements

- Keenness and willingness to learn about best practices regarding sustainability and waste management.
- Motivation to educate others about the importance of responsible waste management.
- Physical ability to help patrons repurpose or recycle items.

Experience requirements:

- Experience working within and/or coordinating cultural, recreation, sport or community leisure services is preferred.
- Knowledge and experience of responsible waste management is an asset.
- Customer service experience in an asset.
- Preferred: Volunteer or work experience related to zero-waste initiatives, sustainability, or related experience.

Technical knowledge, skills & abilities requirements:

- Must be proficient with technology, in particular, MS Word and Excel.
- Able to communicate effectively with a diverse population, including English language learners, children, youth, adults, and seniors.
- Able to work independently and as part of a team.
- Able to establish and maintain effective internal and external relationships that involve wide range of stakeholders.
- A second language is an asset.

Soft skill requirements:

- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Be Proactive – Undertake tasks proactively to ensure that the Green Depot is organized, presentable, and best meets the needs of the community.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.