


Brunswick County, VA	
Title: Convenience Center Attendant	
Class Code: C009	

General Description

The purpose of this class within the organization is to ensure proper placement of waste at convenience centers.

This class works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Assists citizens with their trash/waste; keeps the centers clean and free of debris or trash on the ground.

Reports when containers are filled with trash or recyclables.

Opens and closes the Convenience Center, monitors and ensures the proper placement of trash and recyclables.

Complies with county regulations; operates compactor and baler; keeps the grounds and office clean.

Loads and fills bins properly; reports issues; monitors used oil containment area for oil spills; ensures compactor is kept clean.


Attends OSHA training including CPR/first aid, employee meetings, etc. as deemed necessary.

Documents recycling company pickup of used oil, textiles, cardboard, etc.

Informs citizens of mandatory recycling requirements.

Follows mandatory recycling requirements and OSHA regulations to ensure health and safety of citizens.

Performs related work as assigned.

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Minimum Education and Experience Requirements:

Entry level education for this position does not **require** completion of high school.

No prior experience is required.

Special Certifications and Licenses:

Forklift license
CPR/First Aid training

Americans with Disabilities Act Compliance

Brunswick County is an Equal Opportunity Employer. ADA requires Brunswick County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.