CAMPUS RECYCLING
ORGANIZATIONAL CHART & DUTIES

Campus Operations Director

Facilities Business Manager

Housing Director or Designee

Resource Conservation Manager

Paper Recycling Coordinator

Operations Recycling Coordinator

Student Recycling Coordinator

Housing Recycling Coordinator

Compost Coordinator

Legend

▲ Unilateral Duties
● Duties necessary For Whole Program Function
★ Shared Duties/Responsibilities

▲ Lead Worker
▲ Coord/Train/Supervise:
Paper Processing Crew
▲ Recommend Program Policies & Goals
● All Warehouse Operation
---Contract Oper: Confid.
Material & Paper/OCC
---Ensure Safe Oper/Maint Of
All Warehouse Veh/Forklift
---Admin Large Office
Clean-outs/Special Projects
---Office Presentations
---Customer Service
---Maintain Maps/Records
★ Fill In For Oper. Coord.
(10 hrs/wk & as needed)

▲ Lead Worker
▲ Coord/Train/Supervise:
Paper Route & Maint Crews
▲ Recommend Program Policies & Goals
● Master Scheduling
● New Employee Program Trainer (6 hrs/student)
● Official OPS Van Trainer
● Program Employee Records
★ Assist In Warehouse Operation (as needed)
★ Fill In For Paper Coord.
(10 hrs/wk & as needed)

▲ Lead Worker
▲ Coord/Train/Supervise:
Student Recycling Crews
▲ Manage Student Area Multi-Material Collection
▲ Recommend Program Policies & Goals
● Official OPS Van Trainer
● Maintain Program Stats & State Report
---Manage Student Recycling Program Vehicles
---Coord. Events Recycling
---Oversee Student Fee Investments
---Committee Representation (i.e Ex-Officio On E Issues)
---Education

▲ Lead Worker
▲ Coord/Train/Supervise:
Student Housing Crew
▲ Manage Student/Family Housing Area Multi-Material Collection
● Monitor All Program
In-Vehicle Supplies & PPE
● Program Safety Trainer
● Manage Program Webpage
● Produce All Program/Housing Educational Materials
---Serve as Housing Ex-Officio
On E Issues
---Housing Waste Stream Records
---Housing Education
★ Fill In On Housing/Student Recycling Routes
★ Student Recycling Material Collection Records
★ Track Student REC/Housing Crew Hours

Future Proposal To Include Design & Implementation Of
Food/Yard Waste & Organics Program