



3rd Floor, 303 Portage Avenue
Winnipeg, MB R3B 2B4
Ph: 204.925.3777

GREEN ACTION CENTRE

JOB DESCRIPTION

Compost Winnipeg Courier

PURPOSE OF THE POSITION

Working with other Green Action Centre and Compost Winnipeg staff, the Compost Winnipeg Courier performs duties that assist in achieving the objectives of Green Action Centre's Compost Winnipeg social enterprise.

REPORTING AND RELATIONSHIPS

The position of Compost Winnipeg Courier reports to the Compost Winnipeg Project Manager of Green Action Centre, and works in cooperation with other Green Action Centre and Compost Winnipeg staff.

RESPONSIBILITIES

In cooperation with Green Action Centre and Compost Winnipeg staff, the position of Compost Winnipeg Courier has the following duties and responsibilities:

- Pick-up, and weight tracking of organic waste from Compost Winnipeg customers;
 - General customer service;
 - Cleaning and maintenance of compost collection bins as required;
 - Transport of organic waste to composting facilities;
 - Promotion of Compost Winnipeg services to potential customers;
 - Regular communication and logistics planning with the Compost Winnipeg project manager and other Green Action Centre / Compost Winnipeg staff;
 - Promotion of activities and initiatives of Green Action Centre / Compost Winnipeg; and
 - Other duties, as assigned.
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