



May 27, 2016

Center for Women & Enterprise  
Carmen-Diaz-Jusino  
132 George M. Cohan Blvd.  
Providence, RI 02903

Dear Ms. Diaz-Jusino:

Rhode Island Resource Recovery Corporation has a job opening for an Entry Level Laborer position in Johnston, RI. Enclosed is the job posting.

Applicants who are qualified and interested may send in a cover letter, resume, and salary history to [humanresources@rirrc.org](mailto:humanresources@rirrc.org) by June 15, 2016.

Thank you,

A handwritten signature in cursive script that reads "Nancy Minson".

Nancy Minson  
Human Resources Coordinator

RHODE ISLAND RESOURCE RECOVERY CORPORATION  
Laborer-Entry Level

The Laborer's primary duties are movement of mattresses and recyclable materials and traffic control at the Tipping Facility as well as cleaning and janitorial tasks.

Major Responsibilities and Activities

- Load and unload mattresses and recyclable materials.
- Perform litter control by picking up debris on and off the property.
- Direct traffic flow into and out of the Tip Facility building.
- Clean buildings, including vacuuming, dusting, and janitorial duties.
- Load and unload deliveries.
- Perform snow removal using motorized and manual methods.
- Use radio and telephone.
- Demonstrate continual effort to improve operations, reduce turnaround times, streamline work processes, and work cooperatively to provide quality customer service.
- Work safely without presenting a threat to self or others and maintain good housekeeping.
- Clean and maintain assigned work area and any applicable equipment.
- Perform related duties as required.

Physical/Environmental Requirements

Regularly perform work outdoors with exposure to a variety of weather conditions, odors, dust, and dirt. Must be able to lift/move/carry up to 50 lbs. Must be able to remain standing/walking at least 75% of time. Climbing and sitting comprise about 10% each of workday. Lifting and pushing/pulling comprises about 75% of work day.

Minimum Requirements

- High school diploma or GED.
- Must possess current, valid driver's license and maintain a satisfactory driving record and be insurable to operate vehicles.
- A minimum of three months related experience in warehousing, moving materials, general labor, and/or janitorial work.
- Ability to understand assigned tasks and develop procedures to maintain/increase efficiency.
- Read, write, and speak English.
- Knowledge of safety procedures and ability to work safely around equipment.
- Use independent judgment in performing duties.
- Ability to communicate effectively and work collaboratively and tactfully with co-workers, management, and the general public.
- Must be able to work overtime hours as needed.

We have a great compensation package including pension. Qualified candidates only. Please send cover letter, resume, and salary history by June 15, 2016 if you are qualified and interested to [humanresources@rirc.org](mailto:humanresources@rirc.org).