

## **Transfer Station Attendant (Permanent, Part Time)**

The Kawerau Transfer Station is open from 12 noon until 4pm daily, with the exception of Christmas Day, and the Kawerau District Council is currently looking for someone to work every second Saturday in the Transfer Station Kiosk.

There is a bit more to this role than meets the eye. Our Transfer Station Attendants are responsible for working in the kiosk in a customer facing role and taking payment for the material taken to the Transfer Station, so cash handling skills are essential. They also collect data related to the material coming in and record it on spreadsheets, so Excel skills are also essential.

They are expected to provide accurate information to the Public about resource recovery, fees and waste types, and to assist the Public with resource recovery and refuse disposal, and to keep the Transfer Station site tidy.

Our team works hard together to serve the Kawerau Community and protect the environment. Working weekends, customer service skills, cash/EFTPOS skills, the ability to use Excel, and a Class 1 Drivers' Licence are all requirements for this role.

Please note: Kawerau District Council has an active Drug and Alcohol Policy. Candidates will be required to undertake a pre-employment medical, drug & alcohol testing, and Ministry of Justice vetting.

The Position Description and Application Forms are available from our website:

<https://www.kaweraudc.govt.nz/about-council/careers/vacancies>

Email your Cover Letter, CV and Application Form to: [vacancy@kaweraudc.govt.nz](mailto:vacancy@kaweraudc.govt.nz)

Applications close 5pm on Friday 6 February 2026.

Seek Job Summary:

Work in the Kawerau District, assisting Council to care for the environment, and residents to manage their trash.

Seek Three Key Selling Points:

A customer-service focused role based at the Transfer Station Kiosk

Bring your environmental focus and be part of the Kawerau District's future