

You Hold the Key to Recycling Excellence



Administration

- ✚ Leads by example and promotes recycling culture
- ✚ Submits SERT Action Plan (Form 210-01) in September each year
- ✚ Designates recycling coordinator and committed team
- ✚ Provides direction and leadership to the recycling team, school community, and building service staff
- ✚ Celebrates the accomplishments of the recycling team and recognizes excellence
- ✚ Meets with team to align program at the beginning of the school year

Recycling Coordinator

- ✚ Promotes program schoolwide by encouraging active participation
- ✚ Develops a communication plan – How do I get the word out?
- ✚ Educates team and school community on the importance of sorting
- ✚ Coordinates location of bins and requests additional bins from building service manager
- ✚ Submits requests for recognition of excellence to principal
- ✚ Coordinates and provides opportunities for student involvement (i.e., inspections)
- ✚ Devises creative recruitment techniques, such as offering SSL hours for participation

Building Service Manager

- ✚ Provides training to building service team in how to dispose of recycling material
- ✚ Coordinates and delegates recycling responsibility to building service staff
- ✚ Informs school community and recycling coordinator of collection days
- ✚ Works with staff and students to develop a collection/sorting process – students are a plus
- ✚ Reports contamination and compliance issues to recycling coordinator
- ✚ Submits request for recycling bins, pick-ups, and supplies through Maximo (Grounds Code)
- ✚ Makes sure recycling and trash are emptied inside and outside of the building
- ✚ Provides recycling containers for ICB users

