



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities

FOOD WASTE & SUSTAINABILITY COORDINATOR

**Salary Range: \$40 to \$46 Hourly
(15-19 HOURS PER WEEK/NO BENEFITS)**

The City of Stamford is seeking a Food Waste and Sustainability Coordinator. The individual in this role must be passionate about our environment, city and residents and will use their knowledge and creativity to expand current city projects and create new sustainability projects.

Under the supervision of the Supervisor of Solid Waste and Recycling, the Coordinator will regulate and improve the delivery of garbage, recycling and compost collection across the City of Stamford. The coordinator will also develop policies and programs to promote the environmental, economic, and social sustainability of the City of Stamford waste management systems; will report and ensure that the project adheres to EPA guidelines while gathering metrics and data, and report to the EPA, Director of Recycling & Sanitation, Food Waste Task force and City Boards as requested.

Example of Duties:

- Help ensure that the City of Stamford will create four strategically located food waste disposal points per specification provided.
- Initiate, plan and manage a curbside food waste and cardboard collection program for selected large multi-family residences, a recycling/food waste education and outreach program and a pilot food waste collection program from strategically located food waste receptacles.
- Oversee the processing, purchasing and installation of four new food waste composters, as well as approximately 52 on street (sidewalk) food waste receptacles.
- Oversee data collection and reporting.
- Plan and administer surveys and other program evaluation data collection efforts; analyze results and apply to program improvement efforts; develop executive summaries and other reports.
- Evaluate the performance of regulated and unregulated waste collection systems.
- Apply for new grants to continue, expand and create sustainability programs.
- Recruit staff and volunteers to work as ambassadors for City programs (e.g., at farmers markets, recycling locations, city events).
- Educate and motivate residents about food waste scrap collection and composting through various means including social media, direct interaction, community meetings, as well as school and religious institution outreach.
- Develop and make available educational materials, including but not limited to, written materials, in-person and virtual workshops, school-based programming, online resources, social media content, and community events to provide information on food waste reduction, food scraps diversion techniques, at-home composting, source separation, proper food scraps storage.
- Work with other environmental groups in the State of Connecticut to coordinate efforts and learn of other environmental initiatives.

Knowledge, Skills and Abilities:

- Knowledge and ability to use a personal computer to prepare reports, maintain records, research and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to lead with vision, demonstrate strong leadership qualities, take initiative and drive organizational excellence.
- Ability to develop and execute strategic plans, champion and manage change, and articulate City leadership's priorities.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.

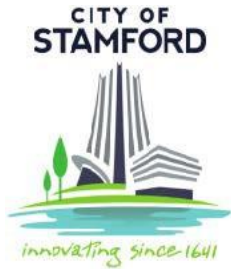
- Ability to accurately organize and maintain electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to communicate and related effectively with diverse audiences, partners, decision-makers, listen and understand and lead open and inclusive discussions and decision-making processes.
- Ability to communicate clearly, logically and persuasively, both verbally and in writing; prepare concise and comprehensive reports, correspondence and other documents.

Minimum Qualifications: Graduation from an accredited college or university with a bachelor’s degree and a minimum of two (2) years of work experience in environmental management, sustainability, project management, and marketing.

Application Process: Interested candidates should submit an Employment Application. Applications can be obtained at www.stamfordct.gov. **Please note:** Only properly completed and submitted applications and application supplement will be considered. Applications of candidates who do not meet the stated position requirements will not be considered. Employment applications will be accepted until the vacancy is filled.

**Interested Candidates should submit a
City of Stamford Application to HRRecruiting@stamfordct.gov
Please include “Food Waste & Sustainability Coordinator” in the Subject Line.**

CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.



APPLICATION FOR EXAMINATION OR EMPLOYMENT

Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE

☐ Q
☐ NQ
☐ Educ _____
☐ Exp _____
☐ Not City EE
☐ Other _____

Reviewer

PLEASE TYPE OR PRINT CLEARLY
All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/apt #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cell Phone _____ Email Address _____
(Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? ☐ Yes ☐ No

Do you claim 10 points preference based on veteran's disability? ☐ Yes ☐ No

Are you related to anyone currently employed by the City of Stamford? ☐ Yes ☐ No

If yes, name, and job title or department

Name _____

Job Title or Dept. _____

Are you requesting City of Stamford Residency Points? Yes No

RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____	Dates of Employment _____
	From/To
Employer Address _____	#of hour per week _____
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Name of Employer _____	Dates of Employment _____
	From/To
Employer Address _____	#of hour per week _____
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- | | | | | |
|---------------------------|--------------------------|-----|--------------------------|----|
| A. Your former employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| B. Your present employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native ☐

All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian ☐

All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American ☐

(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino ☐

☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander ☐

All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White ☐

(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.

Other ☐

Please Specify:

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender

Female ☐

Male ☐

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

☐

(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

☐ Stamford Advocate

☐ Other newspaper:

Please give name _____

☐ City Website

☐ Internet

Please give name _____

☐ City Employee

☐ Human Resources Division Bulletin Board

☐ Community Agency

Please give name _____

☐ Professional journal _____

☐ Other: Please specify _____