Parish of **St Saviour**

Job Description

Waste and Recyling Operative

Reporting to	Waste and Recyling Services Supervisor
Hours per week	38 Hours
Salary:	Manual Workers Payscale 2.0 - 2.4 (26,754.95- 28,119.23)
Benefits:	Pension scheme – employer contribution of 16%
	Holiday entitlement – Up to 28 days

Job purpose

The postholder will be responsible for working as part of a team to support the smooth running of the Parish in day-to-day waste, refuse and recycling services, and maintain the cleanliness and hygiene of the Parish.

You will work as part of a highly motivated waste and Recyling collection team to deliver Parish's key objectives in the day-to-day running of the service.

You will work with the Waste and Recyling Services team to ensure compliance with our policies and regulation, and adopt good practice in undertaking works, ensuring the Parish services are operated to high service, efficiency and health & safety standard.

Duties and responsibilities

You must follow safe working practices when carrying out all duties and ensure that third-party consultants and contractors adhere to Parish policy whilst on any Parish site.

The Waste and Recyling Services operatives will be responsible for the provision of efficient and effective services, specifically including:

Service Responsibilities

- Observe and follow waste, recycling and disposal programs, ensuring efficient and fast waste collection in the Parish,
- Follow instruction from Waste and Recyling Services Supervisor , keeping to round routes, timetables and deadlines, including following the rota of duties, at times, covering bank holidays and weekends;
- Work as part of a team to ensure the smooth day-to-day running of the services, highlighting any issues to the Waste and Recyling Services Supervisor ;
- Ensure that you are engaged and focused on task and responsibility, following targets set at weekly meetings, to ensure the day-to-day running of the services is being carried out on schedule to the required standards;
- Adhere to company procedures, regulations and legal requirements, ensuring compliance at all times;
- Report any absence and annual leave according to Parish procedures and ensure open channels of communication with the Waste and Recyling Services Supervisor;
- Attend weekly team meetings, communicate any findings, take actions from current meeting and provide updates of action points from previous meetings;
- Identify any areas for improvement, and make suggestions to the Waste and Recyling Services Supervisor to help shape future services;
- Work as part of a team to ensure the waste and sorting of recycling for the Parish Depot is disposed of in a safe, hygienic manner;
- Report any vehicle and mechanical equipment issues to the Waster Supervisor and Vehicle and Maintenance Technician to ensure that all the Parish Fleet are in good working order.

- Assist in the cleaning of the Parish Depot, yard and vehicles;
- Provide cover across other departments at the direction of management;
- As agreed during the appraisal process, ensure continuous professional and personal development.
- **Undertake any other reasonable duties as requested by the Waste and Recyling Services Supervisor or any members of the Management team.**

Health and Safety Responsibilities

- Follow procedures for maintaining the security of the Parish Depot premises and contents, as on the agreed Building and Site checklist;
- Responsible for key holder duties of the Parish Depot sites as per the Parish Key Holder Policy to ensure security and safety of the Parish premises;
- Ensure compliance to Health and Safety legislation, policy and procedures when carrying out all aspects of work, including mandatory safe lifting methods and observing all risk assessments in place;
- Report all and any near-miss incidents, or accidents, to the Waste and Recyling Services Supervisor on the shift when they occur including signing the accident book as confirmation;
- Identify, report and secure any hazardous workplace or public area and ensure compliance with Parish Policies;
- Comply with requirements of Health and Safety at all times;

Parish-wide responsibilities

- Champion the objective 'to meet our customer's needs and expectations across all Parish activities" by offering the highest standards of customer care
- Engendering a reciprocal positive, supportive culture where staff and stakeholders are engaged;
- Ensuring that the Parish operates safely, efficiently, effectively and in compliance with legislation.

Engagement with Parish Life

The postholder is expected to engage in Parish life proactively.

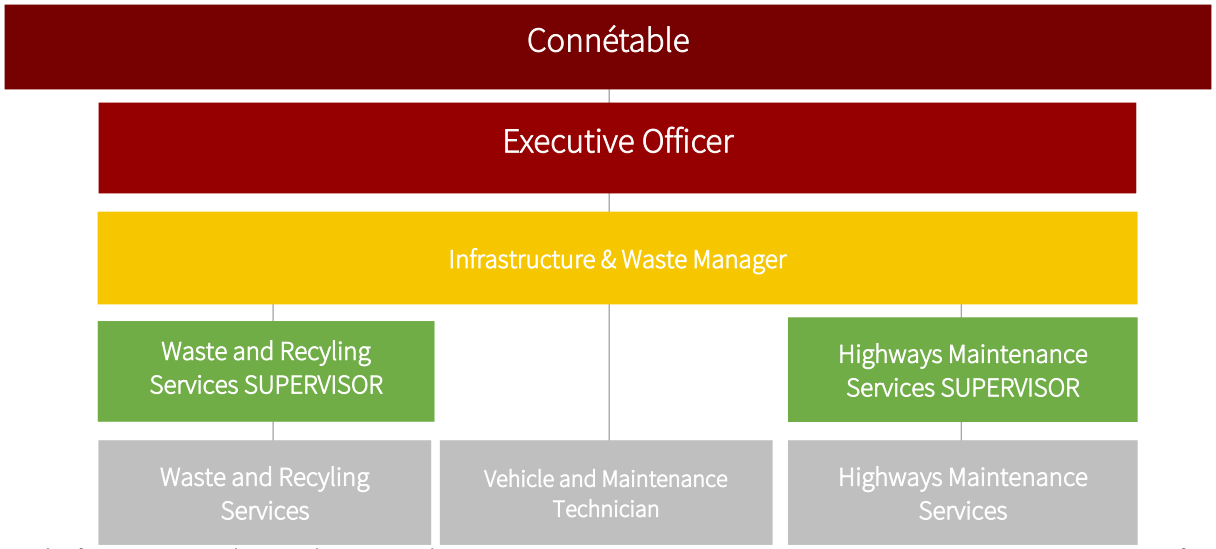
Working conditions

This role will be primarily based working on Refuse Rounds starting from the Depot but you may be allocated to work in any area appropriate to the Parish needs

Reporting Lines

This role reports directly to the Waste and Recyling Services Supervisor and will be expected to provide updates to the Infrastructure & Waste Manager also.

Org Chart, highlighting this role, the manager, and reporting lines are:



Person Specification

Criteria
Knowledge and Qualifications • Judgements and decisions required in determining what is or is not to be removed and collected. • Ability to undertake assessment of the risks when assisting the Driver whilst manoeuvring the vehiclesand take appropriate action to ensure the safety of other crew and the public. Able to undertake decisions on personal safety and safety of members of the public when collecting refuse and recycling. • High degree of awareness needed of the dangers associated with working continually in close proximity to the highway. High degree of awareness in respect of personal health and safety in relation to manual handling, sharps, dangerous materials and substances etc. • Good written and verbal communication skills in English.
Skills and Abilities • Must be physically fit, able to move bags or wheeled bins for the working day, walk for a number of miles per day in all types of weather. • Able to work as part of a team • Requirement to be literate and numerate in order to accept work instructions and complete necessary work documentation and to follow health and safety guidance in full
Special attributes • To communicate clearly and positively with all other team members and your manager. • To respond calmly and positively to all members of the Public and the Parishoners that you serve in line with the Parish Customer Service values. • Work as part of a team with fellow workers to achieve the requirements of the Parish.
Parish Mission & Values **Mission:**We listen to and support our Parish community by delivering proficient and cost-effective services. **Our Values**: **OPEN-MINDED:** We aim to think critically and rationally, listening and considering the perspectives of the general public, allowing us to explore new opportunities for our community.**TRANSPARENT:** We aim to be respectfull, open and honest when providing information and communicating with the public/colleagues, building trust within our community. **UNDERSTANDING:** We aim to understand the needs of our parishioners, deal with each member of the public on a case-by-case basis, and be aware and empathetic of different circumstances in decision-making. **INTEGRITY:** We aim to act honestly, taking responsibility and accountability for our actions. We will be impartial in decision-making, treating everyone fairly and with respect. **VITALITY:** We aim to support our employee's well-being, building a healthier, productive workforce to serve our community. **STRUCTURED:**We aim to follow a structured framework, avoiding conflict and declaring private interests relating to our public duties.

Approved by:	*Executive Officer*
Date approved:	*January 23*
Scheduled Review Date	*December 2025*