**Job Description**

**Main Purpose of Job:**

Cleanse areas owned or maintained by East Suffolk Services Limited on a daily basis. Empty litter and Fido bins, Sweep/Litter pick paths and other areas. To be responsible for driving a company van.

**Key Responsibilities:**

1. Following appropriate procedures for the health and safety of the crew, and members of the public.
2. Responding politely to approaches from members of the public.
3. Reporting accidents and incidents as required.
4. Maintaining records as required.
5. Any other related duties as required in assisting with the provision of the service.
6. Ensure that all work is carried out in a safe and proper manner, in accordance with our Client's Specification, the WN BS EN ISO 9001 Quality Management System.
7. To undertake tasks and duties in a manner that supports the SCN Environment Management System and its procedures.
8. To remove litter/waste, empty bins and carry out sweeping at various sites within Suffolk Coastal to the required standard and in accordance with Council and East Suffolk Services Limited policy and relevant legislation.
9. To remove litter/waste, empty bins and carry out sweeping.

**Other Duties**

* The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:
* Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.
* Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
* Demonstrating personal commitment to East Suffolk Services Limited.

**Line Manager: Assistant Manager**

Note: This is a description of the job as it is constituted at (**April 2024**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Company to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Company’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Company reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** |  | * Knowledge of relevant Health & Safety requirements. * Previous cleaning or refuse experience |
| **Skills and Abilities:** | * Able to work alone or part of a team. * Ability to accurately carry out verbal and written instruction. * Ability to follow Health and Safety instructions. * Good communication skills both written and verbal. * High standard of customer service. |  |
| **Education and Training** |  |  |
| **Other Requirements** | * A commitment to own development and to supporting training and development initiatives. * Full UK Driving Licence to meet the travel requirements of the role. * CAT B Licence. |  |