**Job Description**

**Main Purpose of Job:**

To load refuse/recycling/garden waste onto the collection vehicle whilst taking care for Health and Safety and customer care. To cleanse, litter pick, empty cleansing bins or hand sweep areas maintained by East Suffolk Services Limited on a daily basis.

**Initial Key Responsibilities:**

1. Handling containers (mainly wheeled bins/plastic sacks and boxes) and loading refuse/green waste/recycling into the collection vehicle.
2. Operating the bin-lift mechanism.
3. Loading bulky waste and special collections as required.
4. Complete daily rounds as efficiently and effectively as possible whilst following appropriate procedures for the health and safety of the refuse crew, and members of the public.
5. Assisting the driver when manoeuvring and reversing the vehicle.
6. Responding politely to approaches from members of the public.
7. Reporting accidents and incidents as required.
8. Maintaining records as required.
9. Ensure that all work is carried out in a safe and proper manner.
10. To undertake tasks and duties in a manner that supports the East Suffolk Services Limited Environment Management System and procedures.
11. To remove litter/waste, empty bins and carry out sweeping at various sites within the district to the required standard and in accordance with Council and East Suffolk Services Limited policy and relevant legislation.
12. Any other related duties as required in assisting with the provision of the service.

**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:**

Note: This is a description of the job as it is constituted at (**February 2025**) 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** | * Awareness of Health and Safety at work requirements. * Technical innovations affecting services/plant/vehicles and equipment. * Awareness of Refuse and Cleansing Operational Services | * Quality and Environmental Management Systems. * Ability to demonstrate basic numeracy and literacy skills in line with the requirements of the role * Experience of Refuse and Cleansing Services. * Experience of working in a busy operational environment |
| **Skills and Abilities:** | * Able to effectively communicate with clients/customers, agency organisations/departments, staff workforce and colleagues. * Demonstrate ability to control and manage all resources to secure optimum efficiency and high standards of service delivery. * Ability to work to deadlines. * Ability to work using your own initiative and as part of a team. |  |
| **Education and Training** | * A professional Diploma Qualification in an appropriate service discipline. * NVQ Level 2/3 in the relevant service. | * Class 2 HGV License |
| **Other Requirements** | * Be physically and medically fit to undertake the role as required by the conditions of your licence |  |