



Job Description

Refuse/Recycling Loader

Position Title	Refuse/Recycling Loader
Directorate	Environment
Service Area	Operational Services
Team	Waste and Recycling
Band	C
Reports to	Deputy Operations Manager Supervisor

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm or exploitation.

MAIN PURPOSE

The post holder will undertake refuse and recycling work within the Borough. Duties will be varied but will include all aspects of refuse and recycling collections as detailed below. The post holder will be expected to work as part of a small team to ensure clean streets and customer service standards are met.

GENERIC DUTIES

To work with colleagues to achieve service plan objectives/targets.

To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.

Apply and actively promote the principles of the Organisation's Equality, Diversity and Inclusion Policy in all areas of employment and service delivery.

To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.

At the discretion of the Line Manager, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

To ensure all operations are undertaken in accordance with the council's Health and Safety Policy, in line with local procedures to follow the instructions of the Driver and/or a Supervisor/Manager.

You must wear appropriate PPE where your duties require you to do so, and report matters to your Driver or a Supervisor/Manager that may impact upon the safety of you, your colleagues and/or members of the public.

Ensure the delivery of the highest standards of customer service, by demonstrating behaviours and courtesies that include:

- (i) Closing gates when leaving premises.
- (ii) Picking up any spillage on premises or in the road caused by the collection process.
- (iii) Avoiding damage to property and injury to persons.
- (iv) Keeping noise to a minimum.
- (v) Courtesy in dealing with the public.
- (vi) Avoiding any acceptance of liability, personally or on behalf of the Council.

Ensure completion, of designated personal tasks and those of the wider waste collection service and any other service to which you are deployed in a safe and timely manner, including during periods of inclement weather conditions as directed by your Line Manager/Supervisor.

Following appropriate training, act as a “reversing assistant” when the vehicle is reversing to ensure the safety of your colleagues and members of the public.

To participate in any training and development activities identified relevant to your role.

Follow any instructions with regards to any special arrangements/requests for collections and report any amendments/omissions to your Line Manager.

You will be required to work overtime for rescheduled collections due to Bank Holidays, severe weather, national strikes, or any other unforeseen disruption.

You will be required to work on most Bank Holidays to suit the needs of the waste collection service or any other service to which you are deployed.

To contribute to the collections for the bulky waste collection service, one off loads, and special collections.

To work closely with the Service Supervisors to ensure the appropriate level of service is always delivered.

To work hours commensurate with the needs and demands of the services and post responsibilities, as agreed/approved by the Deputy Operations Manager and Service Supervisors.

Any other duties appropriate to the post. These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, consideration must be given to any employees with a “protected characteristic”. During ice and snow periods you may be employed on snow clearing or gritting of pavements in the Borough.

PERSON SPECIFICATION

Position Title:	Refuse Recycling Loader	Date Reviewed:	December 2023
Service:	Operational Services	Band:	C

Method of Assessment: AF: Application Form
 T: Testing
 I: Interview

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE			
1.1	Relevant experience in waste collection	✓		AF/I
1.2	Dealing with members of the public	✓		AF/I
1.3	Working as part of a team.	✓		AF/I
1.4	Working to instruction and following health and safety protocols and processes.	✓		AF/I
2.	KNOWLEDGE			
2.1	Health and safety related to the wearing of PPE, manual handling, and waste collections	✓		
2.2	A good geographical knowledge of the Borough's boundaries.		✓	AF/I/T
3.	ABILITIES			
3.1	Physically able to lift multiple heavy items over a prolonged period	✓		AF/I
3.2	To be able to follow instructions	✓		AF/I
3.3	To be able to communicate effectively with colleagues and members of the public	✓		AF/I
4.	BEHAVIOURS			
4.1	MANAGING PERFORMANCE			
	Takes responsibility for own actions, sets high standards for performance, and shows determination to meet goals.	✓		AF/I
	Proactively contributes to the delivery of the wider team goals.	✓		AF/I

	Proactively challenges poor and unsafe practices.	✓		AF/I
4.2	ADAPTABILITY			
	Able to accept and deal with changing priorities related to both own workload and to the Organisation.	✓		AF/I
4.3	RESPONSIBILITY			
	Takes responsibility for own actions, sets high standards for performance, and shows determination of meet goals.	✓		AF/I
5	EDUCATION, TRAINING, and QUALIFICATIONS			
5.1	Full UK (or equivalent) drivers' licence.		✓	AF/I/T
5.2	Recent Manual Handling at Work training.		✓	AF/I/T