Job Description

Job Title: Refuse and Recycling Loader

Service: Environmental Services

Grade: A

Responsible to: Refuse and Recycling Supervisor

Purpose of the Role

To load recycling / refuse onto the recycling / refuse vehicle taking care for health and safety and customer expectations.

Key Duties and Responsibilities

Moving, lifting and handling recycling / refuse containers (wheeled bins, boxes, food waste containers and plastic sacks) and loading recycling / refuse into the recycling / refuse vehicle.

Ensuring that the correct recycling materials are collected from recycling boxes and food waste containers. Where incorrect recycling materials are found in the recycling boxes and food waste container, ensuring that a pre-printed information card is left for the customer.

Following appropriate procedures for the health and safety of the refuse/recycling crew, and members of the public and adhering to the Council's Code of Conduct, including acting as responsible person assisting the driver when manoeuvring and reversing the vehicle

Work in accordance with all safe working procedures, risk assessments, Council policies and employee responsibilities under the Health and Safety at Work Act. This also covers the wearing of reflective jackets, safety footwear and all mandatory PPE and uniform. Reporting accidents and incidents as required.

Responding politely to approaches from members of the public and answering simple queries – referring complex matters or complaints to the driver or chargehand/supervisor.

Maintain records as required.

To carry out additional duties on behalf of the Waste, Recycling & Cleansing service as required and in line with business needs.

Safeguarding responsibilities

Teignbridge District Council believes that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The council is committed to safeguarding from harm all children, young people and adults with care and support needs using any council services and involved in any of their activities, and to treat them with respect during their dealings with the council, our partners and contractors.

As a member of the Council team, you will be responsible for treating all those children and adults with whom you come into contact while carrying out your work according to their needs and with respect, and reporting safeguarding concerns and providing any evidence required to enable necessary safeguarding action to be taken. Our safeguarding policy has more details.

Supervision

The post-holder receives supervision from the Recycling / Refuse Supervisor through day-to-day contact. When acting as Recycling / Refuse Loader, on the job activities are directed by the Recycling / Refuse Driver.

Key Success and Behavioural Factors

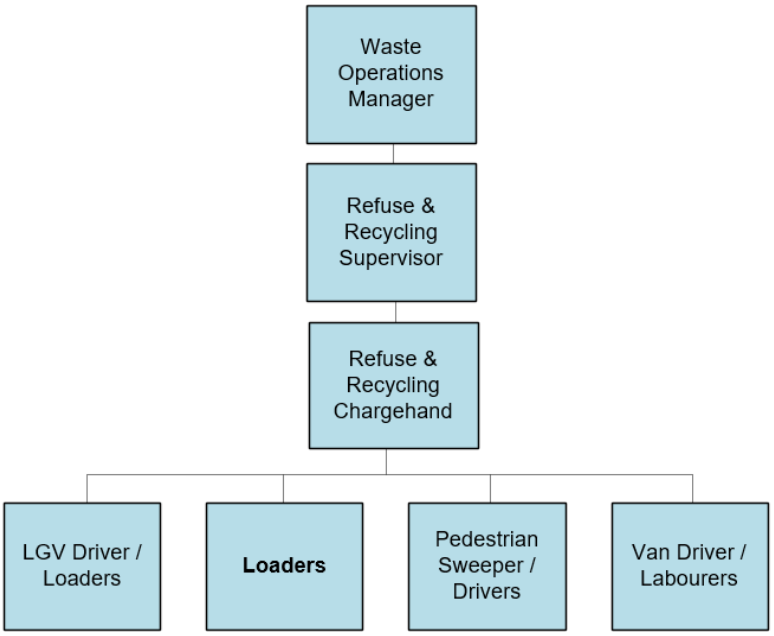
Effective and collaborative team working with colleagues and peers.

Person Specification Summary

Criteria	Essential	Desirable
Experience	Experience of manual work and safe manual handling procedures.	Knowledge of refuse and recycling vehicle operation is desirable, but training will be given.
Skills and Abilities and Aptitude	Good team working approach – willing to support and help colleagues across the service to meet expected standards across the district. Polite and helpful approach to customers. An understanding of operational health and safety – able to understand and respond appropriately to potential risks. Basic spoken and written English literacy to allow communication with crew members, customers and to follow procedural guides. Can work at pace and meet targets in a physically demanding role – requires a level of fitness to allow walking long distances and heavy repetitive lifting. Flexible availability to meet the demands of the service including occasional weekend and Bank Holiday working and attending training/ meetings.	

The Job Description document is designed for guidance only as is not exhaustive and is subject to change, as per the needs of the organisation.

Organisation Chart



Scope for Impact

The post holder has an impact on the quality and efficiency of some of the most highly visible and essential public services within the district. The delivery of service has a significant impact on the area, particularly in the summer when the numbers of visitors can double the population of specific tourism areas.

Contacts

Other Council employees.
Operators of waste disposal sites.
Members of the public.

Special Notes and Conditions

Working Hours:

Normal working hours are 37 per week, commencing at 6.00am daily (or as instructed) on a task and finish basis (normally a 2pm finish but can vary). You may work multiple rounds within the district during your shift. Your working hours will be averaged over a calendar month. Overtime will only be paid if:

a) the number of hours, when averaged over the month, are more than 37 hours per week

b) or you are required to work at weekends

When a public holiday occurs, refuse and recycling employees are re-scheduled to operate a day or two late, including working on Saturdays. Hence, work on Saturdays will be required on those occasions. Overtime will be paid at time-and-a-half for these sessions. You will also be required to attend Saturday training sessions/staff briefings at least once per year.

General

Training will be given as appropriate.

Uniform and personal protective equipment will be provided.

You will be assigned a route and crew for a period, but these are regularly changed to ensure crews know multiple rounds and absence is covered.

You may be reassigned to go out to help with different rounds during your shifts.
You may be asked to attend meetings or training as part of your working day.