

# Job Description & Person Specification



<b>Job Title</b>	Recycling Advisor
<b>Division/Location</b>	NEWS
<b>Reporting to</b>	Supervisor
<b>Weekly Hours</b>	
<b>Grade/Salary</b>	

## Job Description

### The Role:

Helping the public dispose of their waste, maximising recycling by separating the waste, keeping site tidy and safe for public use.

### Main Responsibilities

- Advise and assist members of the public to deposit waste/recycling into the correct containers (quite a manual role and working outdoors all year round, will be asked to help move washing machines, large TVs which are probably the largest items that will usually come in).
- Separate waste to maximise the levels of recycling.
- Keep site tidy and safe for use by the public.
- Use machines to compact waste.
- Report when containers are full so they can be exchanged. Raise tickets on computer to record bin exchanges.
- Issue receipts & charge customers when they deposit DIY waste.
- Sell items from re-use shop.
- Monitor waste that customers bring in, turn away prohibited items.
- Report any defective equipment.
- Report any near misses/accidents.
- Report instances where depositing of waste appears to be unauthorised e.g. trade waste.
- Travel to other recycling centres at times, if/when needed.

**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.

### Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We will focus on the delivery of high standards in all that we do.

**Innovation** – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

**Respect** – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

**Trust** – We will be transparent, accountable and take ownership of our responsibilities.

<b>Person Specification</b>			
<b>Category</b>	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>Assessment Method</b> Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	Knowledge of waste recycling.	Essential	AF/I
<b>Experience</b>	Experience in a similar role.	Desirable	AF/I
	Experience in dealing with the public and cash handling.	Desirable	AF/I
<b>Skills/Abilities</b>	Good customer service skills.	Essential	AF/I
	Computer literate.	Essential	AF/I
<b>Other Requirements</b>			

<b>General</b>
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health &amp; Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

<b>Agreement</b>			
<b>Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
Approved by HR Director:		Date	