

<b>Job Title</b>	Refuse Driver - Casual
<b>Division/Location</b>	Suffolk Coastal Norse – Ufford, Suffolk
<b>Reporting to</b>	Assistant Manager – Refuse and Cleansing
<b>Weekly Hours</b>	Zero, Casual basis
<b>Grade/Salary</b>	£11.27 Per Hour

**Job Description**

**The Role:**

To provide cover during periods of holiday/sickness as a Refuse Driver collecting waste from domestic properties or Trade Waste customers across the region.

**Main Responsibilities**

- Carry out and complete all works in a safe, clean and tidy manner and within stated timescales
- Execute a high level of Customer Care when dealing with the public and other customers
- Driving and loading of refuse freighters
- Complete all work efficiently and to a high standard
- Responsible for daily vehicle checks and reporting faults to workshops
- Ensuring the Refuse Freighter is clean on a weekly basis i.e. both inside and out of body and working mechanisms
- Ensuring the cab is clean and tidy
- Ensure the Freighter is empty before returning to the depot
- Radio through to the office when at the transfer station to see if other rounds need assistance
- Ensure Refuse Loaders assist/direct you when reversing the freighters or manoeuvring a freighter in awkward areas
- Ensure the Loaders comply with Health and Safety requirements at all times
- Ensure all bins are returned to where they were collected from originally e.g. property or collection point
- Ensure that the requirements of the Health & Safety at Work Act are fully complied with

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

- Assist the Refuse Manager with customer complaints and enquires
- Undertake any other such that may be reasonably compatible and/or arising from those listed above
- 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
- To undertake tasks and duties in a manner that supports the WN Environment Management System and its procedures
- Demonstrate personal commitment to the Norse Way CSR strategy

**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 strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative, so our services are delivered in the most effective and safe way possible.

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

<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>	Full Clean HGV license including Drivers CPC qualification.	Essential	AF/I
	Local geographical knowledge	Essential	AF/I
	Knowledge of Health & Safety related matters	Desirable	AF/I
	First Aid at work certification	Desirable	AF/I
	Basic literacy and numeracy	Desirable	AF/I

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<b>Experience</b>	Experience within waste collection/disposal	Desirable	AF/I
<b>Skills/Abilities</b>	Ability to work under pressure	Essential	AF/I
	Ability to work as both part of a team and on own initiative	Essential	AF/I
	Skills in customer care and communications with the public	Essential	AF/I
	Capable of carrying out Manual Handling tasks associated with the post	Essential	AF/I
<b>Other Requirements</b>	Flexible approach	Essential	AF/I
	Reliable	Essential	AF/I
	Enthusiastic	Essential	AF/I
	Approachable	Essential	AF/I

**General**

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

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 & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

**Agreement**

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

Employee Name:		Date:	
Employee Signature:			

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Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	