Job Outline

Post: Refuse Collector

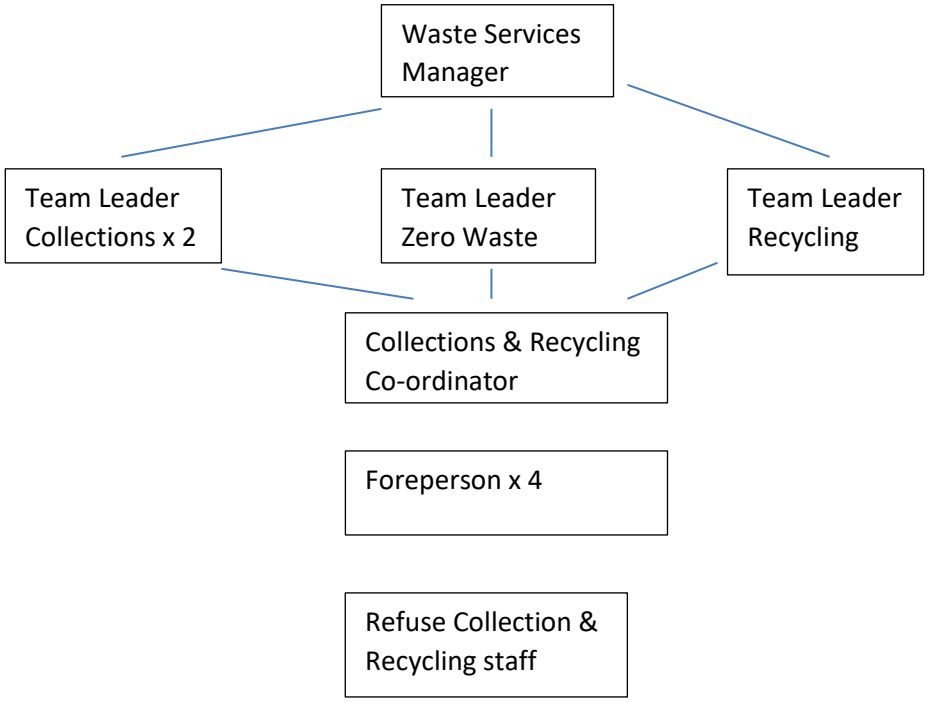
Service: Communities & Economy

Section: Cleaner Communities

Grade: GB

Job Purpose: To provide an efficient refuse collection service within East Ayrshire in order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the Cleaner Communities Service Plan and the Community Plan

A. SECTION STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. Responsible for the collection of household, industrial and commercial waste and recycling.

2. To remove household, industrial and commercial refuse including garden, refuse, special uplifts and salvage collection.

3. Ensure the safe operation of mechanisms on vehicles.

4. Ensure that all risk assessments and safe systems of work that are relevant to the post are adhered to.

5. Undertake, usually as a member of a team, duties connected with the removal of household, industrial and commercial refuse and recycling from a variety of locations i.e. houses, shops and schools which involve the use of a full range of containers including wheeled bins, triple stack trolley, food waste caddies, plastic sacks, and paladin/bulk bins.

6. Assisting the driver in safe manoeuvring of the vehicle on the route or at the disposal location e.g. banksman for every reversing manoeuvre

7. Providing the community with services we offer e.g. assisted collections, uplifting of medical waste etc

C. GENERAL RESPONSIBILITIES

1. Ensure all materials and equipment provided to assist in carrying out the duties of the post are properly secured in accordance with the Partnership's policies and procedures.

2. Promote the health and safety of employees at work and of service users through the implementation of the Partnership's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.

3. Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties.

4. Ensure that the Council's Customer Charter is followed in all dealings with the people we serve.

5. Adhere to the Waste Management service policies and procedures for good records management across the Services, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.

6. Participate in East Ayrshire Council's Face Time process annually in accordance with the Council's procedures.

Person Specification

Designation: Refuse Collector	Post No:
Service: Communities & Economy	Section: Cleaner Communities

Attributes:	**Essential Criteria**	**Desirable**
Qualifications	Experience of working outside in all weathers	Experience of working within Waste Management or similar business Customer Care Experience

		Experience of working with Refuse Collection and associated vehicles
Knowledge & Skills		Knowledge of safe operation of loading, compacting and ejection equipment Banksman Skills and experience
Experience	Experience of working within a team	
Employees are the #FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	**Behaviour**	
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.	
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.	
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.	
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.	