Job Description

Service:	Environmental and Community Services
Job title:	Refuse / Recycling Loader
Grade:	C
Hours of work:	37 Hours Weekly
Responsible to:	Recycling Waste Manager & Driver of the vehicle

Purpose of Post:

To load waste onto the collection vehicle in accordance with safe working practices.

Key Deliverables:

1. The collection of all forms of domestic and commercial refuse and / or recycling from any location as directed in wheeled bins, bags, boxes or other suitable containers.

2. Safe operation of the bin lift and other equipment on the vehicle, following safe working practices. Notifying the Driver of any issues with the bin lift.

3. Assisting the driver in carrying out daily defect checks, identifying any issue with the vehicle when out on the round and notifying the driver.

4. Carry out collections in a neat and tidy manner ensuring spillages are cleaned up at the time of collection.

5. Collection of bulky items from properties as directed.

6. Delivery and collection of new and replacement wheeled bins to properties as directed, ensuring relevant information is left with the bin and they are left in a safe location for the resident.

7. The delivery of new sacks as directed.

8. Assisting when required with vehicle manoeuvring both during collection operations and at the point of vehicle discharge.

9. To follow instructions given by the Refuse Recycling Driver when on the collection round.

10. Responding to queries from members of the public and providing advice and information or directing them to the appropriate place to obtain the information they require.

11. Following the councils waste collection policies for the emptying and rejection of bins, including ensuring the correct notifications have been left for householders on the bin/sack and paperwork is completed.

12. Attach to the bin a range of publicity material such as leaflets or hangers relating to the waste collection service when required.

13. Assist other crew members, providing advice and direction particularly to new employees and agency workers.

14. Reporting near misses, accidents and incidents as they occur.

15. Maintaining records as required this includes assisting the Refuse Recycling Driver by providing information to record on the in-cab device.

16. Conduct all duties in a safe and proper manner, as defined in the Risk Assessments and Safe Working Practices.

17. Undertake any other duties appropriate to the skill and ability level of the post as directed from time to time.

Knowledge and Qualifications	Judgements and decisions required in determining what is or is not to be removed and collected. Ability to undertake assessment of the risks when assisting the Refuse Recycling Driver whilst manoeuvring the vehicles and take appropriate action to ensure the safety of other crew and the public. Able to undertake decisions on personal safety and safety of members of the public when collecting refuse and recycling. High degree of awareness needed of the dangers associated with working continually in close proximity to the highway. High degree of awareness in respect of personal health and safety in relation to manual handling, sharps, dangerous materials and substances etc. Good written and verbal communication skills
Skills and Abilities	Must be physically fit, able to move bags or wheeled bins for the working day, walk for a number of miles per day. Able to work as part of a team Requirement to be literate and numerate in order to accept work instructions and complete necessary work documentation as and when required.
Decision Making and Impact on Others	• Makes and communicates clear decisions • Makes effective decisions under time pressure • Balances risks and benefits of various options and decisions • Makes unpopular decisions where necessary • Takes responsibility for the outcomes and impact of their decisions and those they delegate

	• Considers all relevant data when making decisions
Personal Attributes and Other Requirements	Sets clear direction for others • Delegates work appropriately and fairly • Supports and motivates others, encouraging them to achieve their goals, in alignment with HDC values.
HDC values	**Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers matters to us all. **Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers. **Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. **Respectful:** We respect people's differences and are considerate to their needs. **Enterprising**: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.

- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up to date with legislation and current events
- Can demonstrate how s/he has promoted ‘best practice’
- Shows a personal commitment to safeguarding children