

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION



Job Title:	Loader	Location:	Albert Road/Avonmouth Depot
Reports to:	Mobilisation Manager/ Resource Planner	Working Hours:	39 per week, 6am to 2.18pm or 7am to 3.18 pm dependant on operational requirements
Supervises:	N/A		
Purpose:	To load and unload waste and recycling materials according to agreed customer requirements, Bristol Waste Company procedures and all external legal requirements		
Key Responsibilities:	<ol style="list-style-type: none"> 1. Ensure that all refuse and recyclable materials are collected from individual customers on the rounds, sorting, separating and bulking of any materials where applicable and that materials returned to the depot are properly and safely stored 2. To ensure all company Health and Safety requirements are adhered to, including to ensure that safe lifting and working practices are observed and appropriate personal protective clothing is worn at all times 3. Use mobile IT equipment and to complete daily paperwork as appropriate 4. Undertake any training/instruction required to carry out these duties and or deemed necessary to fulfil the role 5. Provide information to members of the public on the operation of Bristol Waste Company procedures as required, including relevant pre-printed information leaflets and respond to both customers and other personnel in a polite, responsible and professional manner 6. To remain in contact with the Mobilisation Manager or relevant Resource Planner and Office Staff and be responsive to operational needs and to aid commercial sales growth through close relationships with sales staff and reporting back any opportunities for growth 7. To work flexibly to provide cover as operationally required, including the services of Commercial, Garden Waste, Refuse and Recycling, across various Bristol Waste Company locations and to carry out all other tasks deemed reasonable 8. To comply with all BWC reporting procedures <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes</p> <p>General Accountabilities</p> <ol style="list-style-type: none"> A. The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment B. Work in compliance with the Codes of Conduct, Regulations and policies of Bristol Waste Company C. As a business Bristol Waste Company are committed to the continual improvement of our Integrated Management System (IMS) and our service delivery to meet the needs and expectations of our customers now and in the future. All staff are expected to work in line with the IMS and to contribute to this process of improvement. 		

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. You can be asked to do anything commensurate with your role.

Qualifications and skills, essential requirements:	<ul style="list-style-type: none"> ➤ Have experience of, or ability to demonstrate suitability for, work involving pushing/pulling waste bins and lifting of recycling boxes and other recyclable/refuse materials up to 25kg ➤ Good verbal communication and interpersonal skills ➤ The ability to work independently and to use own initiative ➤ The ability to work well within a small team ➤ The ability to use IT systems ➤ Demonstrable flexible approach to work assignments
Qualifications and skills, desirable requirements:	<ul style="list-style-type: none"> ➤ Knowledge of correct lifting practices ➤ Ability to navigate using maps and books provided ➤ Knowledge of the local area where work is undertaken
Special Conditions:	<ul style="list-style-type: none"> ➤ There may be a requirement to work at other Bristol Waste Company locations ➤ Will be required to work a number of bank holidays and Saturdays after the bank holidays ➤ Expected to work reasonable overtime in line with the needs of the service, this may include a Saturday morning on a rota basis ➤ To work in all weathers
Contacts:	<p>Internal – Operations Manager, Resource Planners, Yard Supervisor, Team Leaders, Workshop personnel and Administrators</p> <p>External – The public, customers and suppliers, statutory authorities (e.g. Health & Safety Inspectors, MOT Inspectors, Police) and disposal site operators</p>
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