



## Job Description

<b>Job Title:</b>	<b>Site Recycling Charge Hand</b>
<b>Post No:</b>	
<b>Grade:</b>	<b>D</b>
<b>Location:</b>	<b>Gloucestershire</b>
<b>Responsible to:</b>	<b>Contract Supervisors</b>

### Part A: Job purpose

The post of is responsible to the Contract Supervisor

This job description operates in conjunction with the company's scheme of delegations.

### Part B: Key result areas

#### 1. Own personal management and development

- a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) to ensure that the company's equal opportunities policies are followed.
- c) to read and respond to corporate communications and information which is disseminated.
- d) to participate in the council's agreed performance appraisal system.

#### 2. Other responsibilities

- a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon the organisation whether relating to personnel management or service delivery.
- b) To implement and comply with all aspects of the corporate health, safety and welfare policy. Ensure the safe working of colleagues, members of the public, sub-contractors and all site visitors.
- c) to carry out any other duties which are reasonable, part of, and, incidental to this type of work.

## Part C - Specific Service Areas

- a) Direct site operatives according to instruction from Contract Supervisor
- b) Liaise with external contractors and internal drivers to ensure waste is removed from site efficiently.
- c) Perform daily site checks to ensure safety of members of staff, contractors and members of public.
- d) Assist members of the public to sort and separate material types into the correct waste streams using best possible practices, excellent customer care and in accordance with all relevant legislation and company procedures.
- e) Operate in accordance with company health and safety procedures at all times.
- f) Ensure the correct PPE is worn at all times by yourself and all other site operatives including any additional PPE required for dealing with specific waste streams.
- g) Follow management instruction ensuring compliance with all company work procedures and practices.
- h) Keep the workplace clean, tidy and free from debris.
- i) Operate fixed and mobile plant and equipment safely and competently following appropriate training and authorisation.
- j) Assist with general site operations as required.
- k) Adhere to all company policies and procedures including but not limited to those detailed in the operatives handbook.
- l) To carry out other duties that may be required commensurate with the general level of responsibility for the post, as required by the Contract Supervisor or Operations Manager.