

Site Attendant (Household Waste Recycling)

Job Description

Reports to: **Operations Manager**

Direct reports: **n/a**

Evaluation: **424points**

Grade: **N4**

Reference: **EE811**

Purpose

To contribute to the operation and maintenance of the Household Waste Recycling Centres (HWRCs) at Byker, Walbottle & Brunswick, in accordance with the waste management licence.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To undertake operations at the HWRCs as directed by the Operations Manager.
2. To operate compaction machinery and other equipment as required by the work programme.
3. To carry out routine inspection, maintenance and cleaning of equipment and machinery on site.
4. Ensure the site is kept clean and tidy from litter and spillage in accordance with appropriate procedures.
5. To assess incoming wastes to ensure compliance with site licence, permit scheme and policy of non-acceptance of trade waste.

6. To maximise the amounts collected for recycling and minimise contamination of collected recyclable wastes by directing site users to deposit waste in the appropriate containers.
7. Provide assistance to members of the public and contractors as necessary.
8. To ensure that data required by the waste management licence and other relevant systems is accurate and timely.
9. To undertake clearance of snow and ice from gantries, footpaths, roadways and service area when required to ensure site is safe for use by members of the public, staff and contractors.
10. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.