

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Casual Loader (Waste Paper and Refuse Collection)
REFERENCE NO:	COM900
SALARY SCALE:	For 16 and 17 year olds the rate of pay is £6.40 per hour, plus an additional 12.07% allowance in lieu of holiday entitlement. For those aged 18+ the rate of pay will be £12 per hour in line with the Living Wage Foundation's Real Living Wage, plus an additional 12.07% allowance in lieu of holiday entitlement.
HOURS OF WORK:	No guaranteed hours
POST NO:	Casual
SERVICE AREA:	Refuse Section
RESPONSIBLE TO:	Refuse and Workshop Manager
JOB PURPOSE:	To provide an efficient and effective refuse collection, recycling and litter bin service throughout the borough.

KEY RESULT AREAS:

- To work in close co-operation with other employees within your team to ensure that all work and duties are carried out diligently, conscientiously and to a specified standard as instructed by supervisory staff including contributing to the successful operation of the group task and finish.
- To assist in the provision of an efficient and effective refuse collection and recycling service in the removal of domestic waste, recyclable waste, commercial waste, bulky items and the emptying of litterbins from a variety of locations (i.e. domestic, households, businesses, schools, farms etc).
- To ensure that the team completes all the daily work in accordance with the time, quality and specified standards of the Refuse Collection and Recycling Service Level Agreement that may be amended from time to time with the mutual agreement of Management and the recognised Trades Union.
- To issue plastic sacks to households as directed that are not provided with wheeled bins, ensuring that they are left secured in a safe and reasonable manner.
- At all times to adhere to and comply with the Council's Health and Safety Policy and the regulations of the Health and Safety at Work Act 1974 which includes Manual Handling and the wearing of Personal Protective Equipment.
- To ensure that plant, machinery and equipment you use is operated in accordance with the manufacturer's guidelines, reporting all faults to the driver immediately, as set out in the Council's reporting procedures.

- To follow the Council's reporting procedures in connection with the collection rounds, special collections, missed collections, sickness absence, accidents, annual leave, and vehicle defects etc. Such procedures to be completed in a timely fashion and in any event no later than the end of the actual working day.
- To at all times assist the driver in manoeuvring the vehicle whilst reversing and in other physically or visually restricted or difficult areas.
- If LGV qualified, in exceptional circumstances, be expected to drive and manage in a proper and professional manner, a refuse collection or other vehicle provided for the completion of the service.
- To act upon instructions from the Refuse and Transport Manager, the Foreman and the driver in respect of missed collection and other such activities so as to ensure compliance with the specified service standards.
- To maintain a good attitude and courteous manner to members of your team and members of the public.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including Equal Opportunities and Health and Safety and act in accordance with the Staff Handbook and the Driver's Handbook.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Experience		
	Previous work on refuse collection or similar role.	Application Form/ Interview
	Dealing with members of the public as customers.	Application Form/ Interview
Qualifications		
	Commitment to CPC and Driver Training.	Application Form/ Interview
	LGV category C (formerly HGV class 2).	Application Form/ Interview
Skills/Knowledge		
Literate.		Application Form/ Interview
Numerate.		Application Form/ Interview
	Good working knowledge of the Borough.	Application Form/ Interview
Additional		
Good timekeeper.		Application Form/ Interview
Reliable.		Application Form/ Interview
Flexibility.		Application Form/ Interview
Helpful and courteous manner with customers.		Application Form/ Interview
Ability to work as part of a team.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
<p>Physically capable of completing repeated:-</p> <ul style="list-style-type: none"> • Entry and exits of a refuse collection vehicle cab or pickup type vehicle • The manoeuvring of loaded wheeled bins • Manual pushing, lifting and carrying tasks • Long periods of “being on your feet” 		<p>Application Form/ Interview</p>