

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Community Services
Service area	Refuse Section

Post details	
Job title	Casual Loader (Waste Paper and Refuse Collection)
Post Number	Casual
Vacancy Reference	COM959
Scale	(scp 7) £13.69 per hour plus 12.07% in lieu of holiday entitlement
Contract	Casual
Location of work	Salthill Depot
Directly responsible to	Refuse and Workshop Manager
Directly responsible for	-
Hours	No guaranteed hours
JE Reference	GLPC
Primary purpose and scope of the job	
To provide an efficient and effective refuse collection, recycling and litter bin service throughout the borough.	

Key Tasks and Responsibilities

- 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.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Adam Allen
Role	Director of Community Services
Date Revised	19/08/2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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Service Area	Refuse Section

Criteria

Experience		
Previous work on refuse collection or similar role.	A/I	D
Dealing with members of the public as customers.	A/I	D

Skills and Abilities		
Literate.	A/I	E
Numerate.	A/I	E
Good working knowledge of the Borough.	A/I	D

Education, Qualifications and Knowledge		
Commitment to CPC and Driver Training.	C	D
LGV category C (formerly HGV class 2).	C	D

Other requirements		
Good timekeeper.	A/I	E
Reliable.	A/I	E
Flexibility.	A/I	E
Helpful and courteous manner with customers.	A/I	E
Ability to work as part of a team.	A/I	E
Physically capable of completing repeated:- - 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”	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

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Date Revised	19/08/2026