

Job Description and Employee Specification

Job Title:	Loader – 4 on 4 off		
Location:	Hawkfield Depot	Working Hours:	39 hours per week; Hours: 6.00am till 18:00pm 4 on 4 off
Reports to:	Recycling/Refuse Supervisor		
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:	<ul style="list-style-type: none"> ➤ 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 ➤ 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 ➤ Use mobile IT equipment and to complete daily paperwork as appropriate ➤ Undertake any training/ instruction required to carry out these duties and or deemed necessary to fulfill the role ➤ 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 ➤ To remain in contact with the line manager and office staff and be responsive to operational needs and aid commercial sales growth through close relationships with sales staff and reporting back any opportunities for growth ➤ To work flexibly to provide cover as operationally required, across the services including Commercial, Street Cleansing, Garden Waste, Refuse and Recycling and across all Bristol Waste locations, including Hartcliffe, Avonmouth and Albert Road Depots and to carry out all other tasks deemed reasonable ➤ 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 this outcome.</p>		
General Accountabilities	<p>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</p> <p>B. Work in compliance with the Codes of Conduct, Regulations and policies of Bristol Waste Company</p>		

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	<p>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</p>
<p>Essential Requirements, Qualifications, Skills and Abilities:</p>	<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
<p>Desirable Requirements, Qualifications, Skills and Abilities:</p>	<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
<p>Special Conditions:</p>	<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 ➤ For Street Cleansing Loaders you will be expected to work a rota of 4 on and 4 off, this will necessitate contractual weekend and bank holiday working
<p>Contacts:</p>	<p>Internal – operations manager, supervisors (yard and operations), team supervisors, workshop personnel & administrators</p> <p>External – the public, customers and suppliers, statutory authorities (e.g. Health and Safety Inspectors, MOT Inspectors, Police), disposal site operators</p>
<p>Date of Issue:</p>	<p>April 2021</p>