

JOB DESCRIPTION

POST TITLE:	Waste Services Assistant
DEPARTMENT:	Estates Office
SUB-DEPARTMENT:	Facilities – Waste Services
POST RESPONSIBLE TO:	Assistant Waste Services Manager
SALARY:	£16,766 – £17,079 pa

Job Purpose:

To provide an efficient and effective service for the collection and disposal of the University's general waste and recycling and to provide a safe and clean working environment across campus.

Duties and Responsibilities:

1. To ensure the safe collection and disposal of the general waste and recycling in accordance with legislation
2. To monitor the compactor usage and capacity to ensure maximum lift weights are achieved.
3. To inform W&R Supervisor when the emptying of compactors and recycling containers is required to gain maximum efficiency.
4. To deliver and install recycling containers as required
5. To ensure that the external waste disposal areas are kept clean and tidy following collections
6. To provide assistance in office clearances in respect of waste and recycling.
7. To be responsible for tidying the boiler house waste compound and ensuring that the various waste streams are in the correct disposal points
8. To advise other users on the correct procedure and statutory responsibilities for disposal of waste streams at the waste compound
9. To ensure that the Estates Safe Systems of work are adhered to at all times
10. To inform the Waste and Recycling Supervisor of any operational requirements or waste disposal issues
11. To carry out a periodic clean of the recycling banks
12. To participate in training to ensure competence in carrying out the role.

13. To ensure that cleaning chemicals, equipment and consumables are stored safely and securely at all times
14. To monitor contamination levels of Waste and Recycling and to report any problem areas as appropriate.
15. To conduct vehicle checks on a daily basis in line with the University Driving Policy
16. To drive University vehicles in a manner compliant with University Transport Policy and UK legislation.

PERSON SPECIFICATION

POST TITLE: Waste Services Assistant

DEPARTMENT: Estates Office – Facilities – Waste Services

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Test/Exercise c) Interview d) Presentation
Good numeracy and literacy	(E)	(a) (c)
Good team player	(E)	(a) (c)
The ability to understand and act on both verbal and written instructions	(E)	(a) (c)
The ability to understand and work to safe methods of work and work schedules	(E)	(a) (c)
The ability to communicate effectively with colleagues, staff, students and members of the public.	(E)	(a) (c)
Knowledge of basic Health and Safety, Manual Handling	(E)	(a) (c)
The successful applicant must be willing to undertake training relevant to the role.	(E)	(a) (c)
A Full UK driving licence is preferred with experience of driving commercial vehicles up to 3.5 tonnes desirable	(D)	(a) (c)
Experience/training in compactor use is desirable	(D)	(a) (c)
Chartered Institute of Waste Management -Waste Smart Certificate is desirable	(D)	(a) (c)
Previous experience of working within a similar role is desirable	(D)	(a) (c)