UNIVERSITY OF WARWICK

Job Description

Job Title	Waste & Recycling Assistant
Department	Estates - Facilities
Grade	2

Job purpose (a brief summary of the role)	To be responsible for keeping the Campus clean by collecting and segregating waste and recyclable materials, in a sustainable and compliant manner and providing operational feedback to support the waste and recycling strategy. To contribute to the Estates department's purpose, which is to create and care for inspiring spaces, by helping to ensure a positive and sustainable customer experience for all users of Campus.

Duties and responsibilities	• Collect waste and recyclable materials in order to keep the Campus clean and safe and ensure a positive customer experience for all users of the Campus.
	
	• Remove fly tipping and any loose waste to prevent risks arising from broken glass, sharps or other materials.
	
	• Support the University to meet its recycling targets by applying the waste hierarchy, duty of care and legal environmental requirements. This involves:
	
	  • Ensuring recycling and hazardous wastes are segregated and disposed of in the correct waste stream in accordance with legislation and University policies.
	  • Ensuring confidential waste is handled in a compliant manner to avoid any breach of data protection legislation.
	  • Ensuring that all waste collections and donations are recorded and logged into the appropriate forms to comply with the duty of care.
	
	• Advise staff and students on the correct procedures and legal requirements for disposing of their waste by:
	
	  • Advising how to segregate items to maximise reuse, recycling and minimise waste.
	  • Identifying contamination in the recycling streams, reporting back to the students or staff producer, reinforcing signage to influence behaviour and improving recycling rates.
	
	• To maximise income generated from metal, paper, cardboard and other valuable items by segregating out the materials into clean resources streams. This involves:
	
	  • Safely dismantling furniture and equipment in order to maximise income from scrap metal and cables.
	  • Controlling the quality of recyclables such as white paper and cardboard segregated in dedicated containers.
	  • Preparing donations to charities and ensuring items are handled carefully so they can be reused.

	• To monitor containers managed by contractors and inform the Waste & Recycling Assistant Managers when the containers require emptying to ensure maximum lift weights are achieved. This involves:
	
	  • Reporting any collection missed by contractors to address the issues in a timely manner and avoid overflowing,
	  • Monitoring contamination levels and reporting any problem as appropriate.
	
	• To drive University vehicles, including tippers and road sweepers, in a busy and complex environment. This involves:
	
	  • Conducting vehicle checks on a daily basis in line with the University Driving Policy.
	  • Driving University vehicles in a safe manner compliant with University Transport Policy and UK legislation.
	  • Ensuring waste is secured during transport and once in store.
	
	• To deliver, install and maintain internal and external recycling containers as required. This involves:
	
	  • Conducting periodic checks.
	  • Repairing bins using appropriate tools to ensure they are safe for use by students, staff and visitors.
	  • Ensuring recycling communication signage is in place to provide clear guidance to final users, thereby contributing to increased recycling at the Campus.
	
	• Ensuring that the bins area kept tidy at all times.
	
	• To undertake other duties commensurate with the grade, as required by the Campus Waste & Recycling Assistant Manager or the Waste & Recycling Manager.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to GCSE level or NVQ Level 1/2 or equivalent experience.	A
E2	Clean driving record and UK driving licence or equivalent driving licence.	A & C
E3	Experience of working with logistic schedules, collection or deliveries.	A & C
E4	Ability to undertake manual handling tasks. It is a regular requirement to be able to lift materials weighing up to 15kgs.	A & C
E5	Ability to use tools and equipment.	A & C
E6	Knowledge of health and safety relevant to the role.	A & C
E7	Experience of following Safe Methods of Work.	A & C
E8	Experience of working unsupervised.	A & C
E9	Experience of working within a team.	A & C
E10	A passion for recycling and sustainability.	A & C
E11	A strong customer focus and ability to work in a customer service environment.	A & C
E12	Attention to detail.	A & C
E13	Communication skills to be able to communicate effectively with staff, students, visitors and other customers.	A & C
E14	Ability to understand and act on both verbal and written instructions.	A & C
E15	Ability to solve basic problems.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Chartered Institute of Waste Management -Waste Smart Certificate.	A & C
D2	Experience of collecting and segregating waste and recyclable materials in a similar or domestic, non-domestic environment.	A & C
D3	Experience of operating machinery such as compactors, tail lifts.	A & C
D4	Additional driving licences: Forklift, more than 3.5T, ROSPA Defensive Driver Training.	A & C
D5	Experience of using a variety of waste collection equipment.	A & C
D6	Experience in conducting small repairs and small maintenance.	A & C