

Job Description for Waste Removal Officer.

Job role: Waste Removal Officer

Reports to: Parish Clerk/caretaker

Salary scale: NJC scale points LC1 5-6 (between £10.04 to £10.24per hour) depending on experience

Hours: 3 hours per week, worked flexibly over the weekend with some duties on Friday to Monday as required.

Location: primarily at the Loughton sports pitches, but occasionally at the Great Holm Community Centre (GHCC) and Parish-wide.

Start: May/June 2021

Contract: 6 months (subject to review)

Probation period: 2 months

Job Description:

All staff represent Loughton and Great Holm Parish Council to the community and will maintain a professional and responsible approach to members of the public.

For the Loughton Sports Pitches

1. To undertake litter-picks mainly over weekends/holidays
2. To clean the changing rooms on occasion.
3. Dependant on workload at the sports pitches, to occasionally clean the Great Holm Community Centre

General Parish Duties

4. To undertake any repairs and maintenance around the Parish if required, dependant on workload.
5. To complete and submit timesheets.
6. To take reasonable care for the Health and Safety of self and others and carry out all tasks and duties in accordance with the Health and Safety Policy of the Parish Council.
7. To be aware of, and work according to, the guiding policies of the Parish Council i.e. the Officer and Member Protocol, Equality, Health and Safety and Privacy and Data Protection policies.
8. To undertake training courses relevant to the role.
9. To report any damage or maintenance issues as they arise to the Caretaker or Parish Clerk.
10. To communicate with the Caretaker and Parish Clerk to ensure supplies are maintained.
11. To undertake any other reasonable duties commensurate with the post and grade.

Note: The Council reserves the right to amend job descriptions. However, this is usually done in consultation with employees.

Person Specification

The ideal candidate will have a strong sense of commitment to the local community and motivation to improve and maintain high standards for the environment at the premises, and to helping residents to access, enjoy and respect the local facilities owned by the Parish Council.

Essential for the Role

- a) Reliable and conscientious.
- b) Ability to take initiative and problem solve.
- c) Ability to work as part of a team.

Desirable for the Role

- a) Experience in cleaning public buildings
- b) Local to the parish of Loughton and Great Holm.