

Job Description: Transport Driver

Function:	Health And Care
Job:	Waste Porter
Position:	Waste Porter
Job holder:	Vacant
Date (in job since):	
Immediate manager (N+1 Job title and name):	Waste team leader
Additional reporting line to:	Portering & Waste Manager Deputy Business Director Business Director
Position location:	Colchester Hospital

1. Purpose of the Job – State concisely the aim of the job.

- To provide the Trust with a professional and high quality, safe and reliable transport service.
- To transport health related items and passengers to/from agreed destinations within the time limits allocated.
- Carry out portering duties when required.

2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



3. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- **Amending the Job Description** - It is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder.
- **Confidentiality** - The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must, under no circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".
- **Data Protection** - The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.
- **Policies and Procedures** - The post holder will be required to comply with all statutory legislation, Sodexo Health and care, and Trust Policies and Procedures.
- **Non Smoking Policy** - The Colchester Hospital site is a smoking free site, within the entire hospital building and grounds. All staff are required to fully comply with this policy.
- **Training** - The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness. This includes a requirement to undertake training on and off site.
- **General** - The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the service develops, the requirements of the job will change and the post holder is expected to adapt to these changes.
- **Health & Safety** - Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.
- **Equal Opportunities Policy** - The Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work. All employees are expected to abide by the Trust's equal opportunities policy.

4. Main assignments – Indicate the main activities / duties to be conducted in the job.

1. Safely transporting waste containers to designated refuse locations
2. Operating on-site compaction equipment to lift and load waste containers
3. Ensuring recycling and non-recycling waste items are segregated and stored in accordance to environmental legislation
4. Routinely Inspecting waste containers to monitor contamination levels
5. Overseeing the collection and disposal of waste on-site
6. Ensuring the cleanliness of the refuse area is maintained to a high standard at all times
7. Monitoring the condition of on-site waste equipment, escalating any defects to Waste team leader
8. To undertake all urgent adhoc and scheduled tasks using the correct equipment within the required response times and in accordance with Sodexo policies and procedures.
9. To maintain good hygiene practices in the tasks performed as per infection control procedures.
10. To observe Health & Safety regulations at all times.
11. To attend staff induction and training and an annual appraisal interview.
12. To ensure that service user complaints referred to Waste team leader / Facilities Co-ordinator / Logistics Manager.
13. To ensure the transportation equipment is kept clean and in working order, and to report any defects to the Waste team leader / Facilities Co-ordinator / Logistics Manager to be rectified as quickly as possible.
14. To wear the allocated uniform, including safety clothing footwear and gloves as provided at all times when on duty. To report to Waste team leader / Facilities Co-ordinator / Logistics Manager if and when any of these items become damaged.

15. To undertake duties in a courteous, sympathetic manner with due regard to privacy, dignity and confidentiality at all times.
16. To provide portering support in the event of major incident or other site emergency such as bomb threat, child abduction as directed.
17. To work as part of a team, and be flexible in approach to duties in order to cover annual leave and sickness, noting that the postholder will be required to work Bank Holidays as rostered and that annual leave will not be granted over Bank Holiday periods.
18. To carry out any reasonable task requested by Waste team leader / Facilities Co-ordinator / Logistics Manager.
19. Be able to liaise and communicate with other ward/department staff should the need arise.

5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

Delivery of items to external sites on time

To provide an efficient high quality Waste service, which meets the work schedules and required ad hoc response times including emergency responses.

As a Waste Porter you will be responsible for transporting, storing, and safely disposing of waste and recycling materials across the Trust site. Reporting into the Waste Supervisor, working alongside the other Sodexo teams, you will play a key part in helping the Sodexo achieve their environmental objectives.

This role includes general portering duties during staff shortages and emergencies for which training will be given. It will include the transportation of specimens, goods, medical gases and equipment around the site.

6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

ESSENTIAL

Education - A good general education in a number of topics with good grades

Knowledge and Skills - Ability to work in a medical environment, Understanding of a Customer Services environment, Lifting and Handling Awareness,

Experience- Experience of working in a customer focused environment

Aptitudes- Able to use own initiative and consistent approach to problem solving, Receptive to change, Self motivated and ability to motivate others within the team, Physically fit for manual work, energetic, good eyesight, able to lift and bend

Character - Act in a professional manner, Calm and rational, Friendly, reliable, responsive with the ability to meet client, user and staff expectations, Must be able to use initiative, be efficient and organized, Be of a helpful nature

DESIRABLE

Education - • Customer Services training

• O Level/GCSE qualifications

• NVQ Level 2 Portering

Knowledge and Skills - • Understanding Customer Services within a hospital environment

• Knowledge of waste practices and disposal

Experience - • Previous experience in a hospital environment

• Previous experience in a portering role or role involving working with members of the public

• Previous experience in a waste disposal role

Aptitudes - • Good interpersonal and communication skills
• Good verbal communication skills.
Character - • Keen to develop new opportunities and continue to develop own career

7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	Employee Engagement

8. Management Approval – To be completed by document owner

Version	1	Date	27/05 /2025
Document Owner			