JoB description

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| **P****osition Title** | Waste Cleaning Operative  | **Department** | Sodexo Facilities |
| **Generic Job Title** | Waste Cleaning Operative | **37.5 hours per week** | Mon-Friday 09:00-17:00 |
| **Rate of Pay** | £8.23 - £9.00 Per Hour Dependant on Experience | **Location** | Mereside – Blackpool *(opposite Ascent Trampoline Park).* |
| **Reports to** | Laura Seed | **Site Address** | DePuy Synthes, Johnson and Johnson, Cornford Road, Blackpool, FY4 4QQ. |



Laura Seed

Front of House Manager

Multi Skilled Cleaning Operative

**Job Introduction**

Sodexo currently provide waste management services to more than 300 cross-sector sites across the UK and Ireland, which encompasses the monitoring, collection, segregation, recycling and treatment of both hazardous and non-hazardous waste streams.

* DePuy Synthes are seeking Sodexo the service provider to provide a partial onsite waste management solution incorporating the collection, sorting, segregating and preparing of non-hazardous and hazardous waste streams for collection by their nominated waste contractor.

Sodexo will ensure the integrity of the waste chain from the point of collection to final disposal or treatment through DePuy Synthes’ nominated waste contractor. This will be supported by our Waste

Management Manual, which details how to compliantly manage each waste stream underpinned by the principles of the waste hierarchy. Our waste management manual will ensure that we adhere to

the duty of care requirements through informing all employees about their responsibilities, legal obligations, waste stream segregation requirements and the definition of hazardous and non-hazardous waste.

**The Role**

* Liaising with waste Supplier to arrange waste collections;
* The collection, sorting, segregating and preparing of non-hazardous and hazardous waste streams and Compacting general waste and dry mixed recycling waste streams;
* Compiling a monthly report detailing the weights and volume of waste produced on site
* Ensuring that the mandatory requirements of Sodexo's waste management manual are fully completed.
* Ensuring all waste paperwork is retained for the required length of time; 2 years for waste transfer notes and 3 years for hazardous waste consignment notes;
* Packing the hazardous waste streams from the hazardous waste store to ensure it is all appropriately labelled and packaged prior to collection;
* To develop an excellent working relationship with all colleagues
* Supervising waste contractors whilst on site
* Carrying out general housekeeping of the hazardous waste store and external areas around the site, including two waste compactors to ensure that the areas are clean, tidy and waste is not escaping; litter picking & leaf clearances to be carried out as part of this role.
* Fulfilling reactive waste requests made through the help desk
* Managing, signing and compiling registers for all duty of care documentation, including: waste transfer notes and hazardous waste consignment notes.
* To Support the workplace and take ownership for the building in which they are working, ensuring that the FM Standards are delivered at a consistent level of service.
* Additionally, to provide a range of general cleaning services to include offices/meeting rooms, toilets/showers, laboratories and amenity areas site wide
* Ensuring all stocks are replenished in your area of responsibility
* Able to work unsupervised and take responsibility in dealing with all customer enquiries
* To be the key interface with the customer and fully conversant with all the day to day activities within their designated areas.

**Accountabilities**

* Ensuring that the mandatory requirements of Sodexo's waste management manual are fully completed
* Ensuring all waste paperwork is retained for the required length of time; 2 years for waste transfer notes and 3 years for hazardous waste consignment notes
* Ensuring that the Waste Contractors are supervised; and
* Ensuring that that all Health & Safety, Safe Systems of Work and COSHH are adhered to.
* Ensuring Auditability Compliance for the Waste Services Audits by Quality, Health, Safety and Environmental (QHSE) provider, and external auditing bodies.
* Ensure Waste is put waste into the business perspective looking at risk, H&S, business continuity and governance.
* Manage and improve the waste management service.

**The Ideal Candidate**

**Essential**

* Good written and verbal communication skills
* Customer service orientation
* Be professional, pleasant, courteous and helpful at all times
* Punctual and reliable
* A friendly and positive team player, who can work with people at all levels
* Excellent Standards of Housekeeping
* Manual Handling Knowledge
* Be proficient in the use of a PC/Laptop
* Be efficient in the use of Microsoft word, excel and outlook
* Good organisational skills
* Attention to detail, with strong Organisational skills with a Can-Do Attitude
* Self-motivated and able to work without supervision
* Flexibility that is focused to delivering exceptional customer service

**Advantageous;**

Knowledge/Experience of the Overall Waste Industry as a whole, and Hazardous Waste would be desirable. Including; any of the following qualifications;

* Waste Management Qualifications endorsed by the Chartered Institute of Waste Management (CIWM). Or Level 2 NVQ Certificate in Sustainable Waste Management or Equivalent.
* IOSH Qualification
* Knowledge of Waste Regulations for England and Wales
* Knowledge of Hazardous Waste Regulations

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| Version | Version 1  | Date | January 2019 |
| Document owner | Laura Seed |

I agree with the job description above as set out at the beginning of my employment with Sodexo

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| Employee Name |  |
| Signature |  |
| Date |  |