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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | Site Hygiene Operative | Department | Site Services |
| Function | Site Waste | Site | Histon |
| Date | 21st March 2024 | Approved by(manager) | Danny Ivatt |

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| SECTION 2 – JOB SUMMARY |
| Waste Management – Managing the factory production waste and recyclable items.

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Safety, Quality, Hygiene** * **Conform to H&S requirements**
* **Undertake a clean as you go policy.**
* **Ensure that all spillages are cleaned as soon as they happen.**
 | 10% |
| **People Management**  |  |
| **Operations Management** * Operating baling and compacting equipment.
* Loading vehicles
* Ensure recycling bins are available at all times, to meet the requirement of factory.
* Organising skip/ recycling collections.
 | 70% |
| **Continuous Improvement** * Proactively enable area managers to drive and manage the use of CI techniques and philosophy across the site.
* Deliver continuous improvement projects from ideas generation to completion.
* Responsible for achieving personal development objectives.
 | 10% |
| **Communication** . * Liaise closely with colleagues within and across function regarding improvement.
* Work closely with support functions (HR,Technical, Logistics,Site Services and Site Engineering) to ensure support required is communicated and all outstanding issues resolved.
 | 10% |

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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | FLT licence – Counterbalance (Diesel/LPG) or Electric |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) |  |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Team player
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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary ResponsibilityNone | Direct/Indirect BudgetNone | Size/AmountN/A |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers | * **Raise issues regarding H&S**
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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Working outside in all weather. |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) | 4 |
| 4 Operatives |
|  | Reports to (Job Title) |  |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |