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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 Responsibility  None | Direct/Indirect Budget  None | Size/Amount  N/A |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please 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 |  |