ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Environmental Services
Post Title	Food Waste Driver/Operative
Post Number	TBC
Accountable to	Assistant Operations Manager
Key leadership relationships	**Internal:** Members of the Council, Chief Officers and all other appropriate Council officers and managers **External:** Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role does not fall within the Blended Working Policy
Last updated	February 2026

Job Description - Principal purpose of job (role summary)

The post holder will be responsible for driving 7.5t waste collection vehicles, whilst complying with all transport legislation (1948 Transport Act and all subsequent relevant Acts) including the completion of required checks and documentation.

In their driving duties the post holder will be required to work as a member of a crew removing waste from domestic properties as well as commercial properties on a collection round, ensuring safe working practices are complied with and providing an excellent standard of service.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: ● We listen ● We say what we think & do what we say ● We are inclusive & kind ● We are ambitious ● We think & act beyond ourselves and our service ● We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities: Driver/Loader Responsibilities
Working as a driver and a loader (depending on the demands of the service) on waste and recycling collection rounds which may include household waste, green waste, food waste recycling or any other kerbside waste stream, following the prescribed daily route proactively working with other crews in the phase. Work will include a mixture of driving and loader responsibilities.
Work proactively as a team and use initiative to ensure rounds are completed efficiently, safely and to a high standard. Make decisions on the order of completing tasks, ensuring no properties are missed, taking into account local conditions including traffic and weather, where necessary liaising with the phase leader.

Work under the direction of supervisors, and that of phase leaders whilst out on the rounds, collaborating with other rounds to ensure all work is completed.
In the absence of other phase leaders, work proactively with other crews to ensure work is completed to a high standard.
To assist in training new starters including agency staff members in safe systems of work including bin lift training and reversing training.
Ensure that the daily vehicle maintenance/safety checks are carried out and the checklist is completed in accordance with 'Standing Orders for Council Drivers' and manufactures' recommendations.
To be fully conversant with all electronic devices and in-cab technology, vehicle borne checks and requirements with regard to the council's fleet, including potential new technologies and alternative fuel vehicles.
To learn and comply with site procedures at relevant waste transfer facilities and at the operational depot.
Proactively work in accordance with all Health and Safety policies and guidelines, taking personal responsibility for own safety and that of crew.
Act as ambassadors for the councils adopting a professional approach at all times with members of the public and commercial customers.
Where appropriate, advise members of the public about how they can reduce their waste, recycle more and what other services they can access, e.g. garden waste collections or assisted collections.
Constructively remind members of the public about policies, eg in relation to side waste, and work to those policies where necessary.
Report any breaches of the terms and conditions of employment or other misconduct by any member of the crew, that is likely to place staff, the public or either Councils at risk to your supervisor or the duty manager in the office at the earliest opportunity.
Report any incidents or accidents that may result in a claim or complaint against either Council to your supervisor or the duty manager in the office at the earliest opportunity.
To attend any staff briefings as necessary and cascade any relevant information to other team members.
Communicate suggestions for the improvement of services through staff meetings, via the suggestions box or to a line manager.
Carry out duties and responsibilities in compliance with the attached operational procedures.
Undertake all duties in accordance with Council policies. Work to the highest possible standards in particular those relating to customer care, equal opportunities, dignity at work, safeguarding and prevention of bullying.
Undertake any such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

Promote the service and Council positively at all times.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' Safeguarding Policy .

Person Specification:

The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.	
Participative	Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity More detail can be found in the Participation Skills & Competencies.
Adaptive	Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms) Anticipate new challenges & opportunities to be able to adapt to change around you
Resilient	Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other Prioritise the use of resources that helps us be financially and environmentally sustainable
Leadership	Be open to coaching approaches to support others in finding solutions to problems Role model the principles above to inspire others to demonstrate positive behaviours Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others

	Essential	**Desirable**
Qualifications	License to drive vehicle up to 7.5t with current Certificate in Professional Competence (CPC)	Level – 2 NVQ in waste management ADR (covering classification, labeling and transportation of dangerous goods)
Knowledge	Fully conversant with all safe working practices	

	including manual handling and lifting techniques	
Experience		Experience of working in waste management Basic IT skills (use of mobile devices)
Communication	Internal: Required to be an effective team player, working as part of a responsive wider team External: Need to maintain high standards of customer care and represent the Council Act as an ambassador for the council engaging with the public. Conversant in the English Language.	
Relationship Building	Required to be an effective team player, working as part of a responsive wider team Commitment to delivering a high quality service. Polite and calm manner with members of the public	
Analytical	Keep accurate electronic/written records as required. Able to follow clear instructions e.g. around waste management site rules/ use of equipment.	
Planning/ Organising	Able to prioritise work taking into account local circumstances (e.g. clearing up after events, being responsive to fly tipping and complaints) Able to work under pressure	

Other requirements	Needs to be physically fit to undertake the heavy manual operation and activities of the job. Requirement to work in all weathers and walk considerable distances. Under the Civil Contingencies Act 2004, could be called upon to attend a civil emergency outside of normal working hours.	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	