



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Environmental Services
<b>Post Title</b>	Kerbside Loader Operative
<b>Post Number</b>	44019
<b>Accountable to</b>	Assistant Operations Manager
<b>Key leadership relationships</b>	<p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
<b>Meetings attended on a regular basis</b>	Team Briefings
<b>Work style</b>	This role does not fall within the Blended Working Policy
<b>Last updated</b>	April 2026

## Job Description - Principal purpose of job (role summary)

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.

In accordance with the job description you may be required to work on different types of rounds including:

- Domestic refuse collection
- Domestic recycling collection
- Trade waste collection
- Food waste collection
- Any other services within the Waste Management section to help meet service demands.

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: <ul style="list-style-type: none"> <li>● We listen</li> <li>● We say what we think &amp; do what we say</li> <li>● We are inclusive &amp; kind</li> <li>● We are ambitious</li> <li>● We think &amp; act beyond ourselves and our service</li> <li>● We are a team</li> </ul>
Promote the service and Councils positively at all times

## Role specific Duties and responsibilities

Refuse/Recycling/Trade/Green/Food waste:

- Work under the instructions of the Team Leader to collect domestic waste, recycling and trade waste. This involves the collection of materials left out by the household in wheeled bins or boxes, deposited into the hopper of the vehicle.

<ul style="list-style-type: none"> <li>• Return the wheelie bins and other receptacles to the curtilage of the property from where they were collected</li> <li>• Ensure all gates to premises are shut properly on leaving and that bin lids are closed after collection</li> <li>• Clear/collect loose items, which have been dropped or split from the bins or boxes.</li> <li>• Assist in making bulky waste collections.</li> <li>• Collect green waste via designated sacks or wheeled bins, deposit into appropriate vehicle</li> </ul>
Carry out duties and responsibilities in compliance with the attached operating procedures.
Work proactively as a team and use initiative to ensure rounds are completed efficiently, safely and to a high standard. Making decisions on the order of completing tasks, ensuring no properties are missed, taking into account local conditions including traffic and weather.
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.
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 all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
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

<b>Kerbside Loader Operative Operating Procedures</b>	
1.	Attend all meetings as required.
2.	Acts as a community service to the authority by reporting, by mobile phone, any damage to public property observed.
3.	Bins or bags awaiting collection shall not be placed by the operative so as to obstruct pedestrians, whether on a public or private thoroughfare.
4.	Where used, care must be exercised to avoid damaging the container in particular on the rave of the vehicle, or in the compression mechanism.
5.	Where used, each bin or container must be returned to the position from which it was collected.

6.	All staff shall only use the proper means of entering and leaving premises and in particular, shall not climb walls, fences, etc. in order to affect short cuts and all gates to premises to be properly shut on leaving.
7.	You must wear all necessary safety and protective clothing provided during working hours.
8.	Any waste spilled by staff must be promptly cleared.
9.	No collection of bulky waste, which is obviously additional to the normal domestic collection, shall be made unless specifically authorised by the Council. Any request by a householder for any such collection should be directed to the waste management office, so that separate arrangements can be made.
10.	No staff shall solicit or demand any form of remuneration (whether in cash or in kind) from any member of the public for the collection of refuse.
11.	No staff shall accept payment or any charges which are payable to the Council in respect of commercial waste collection and no collections of commercial waste are to be made from any premises unless authorised by Management. Note: if any member of staff is in doubt he should check with Management before the collection is made. The acceptance of payment for carrying out this service or the making of unauthorised commercial waste collections shall be considered as a serious misconduct.
12.	Assist the driver where necessary, including acting as a 'Reversing Assistant' when instructed.
13.	To undertake any duties regarding health, safety and welfare at work and emergency planning which may reasonably be allocated to the post-holder as a result of legislation, codes of practice or Council's policies.
14.	Undertake other work within Waste Management as directed, this could include extended working hours to complete outstanding work, where a risk could be incurred if the task was left uncompleted.
15.	Upon leaving the employment of Adur & Worthing Council Services you will return all equipment, PPE, access fobs and ID cards.
<b>Signature</b>	I agree to work by the above Kerbside Loader Operating procedures .....Signed by post holder
<b>Date:</b>	.....

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:

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

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		Level – 2 NVQ in waste management
<b>Knowledge</b>	Fully conversant with all safe working practices including manual handling and lifting techniques	
<b>Experience</b>		Experience of working in waste services

<b>Communication</b>	<p><b>Internal:</b> Required to be an effective team player, working as part of a crew and the wider team</p> <p><b>External:</b> Need to maintain high standards of customer care and represent the Council</p> <p>Act as an ambassador for the council engaging with the public as required on issues like recycling and policies in relation to how waste is managed.</p>	Conversant in the English language
<b>Relationship Building</b>	<p>To role model respectful relationships within the service.</p> <p>Building strong relationships with managers and supervisors.</p> <p>Ability to diffuse any potential situations of conflict</p>	
<b>Analytical</b>	Able to follow clear instructions eg around waste management site rules/ use of equipment.	Follow written instructions and keep accurate written records as required
<b>Planning/ Organising</b>	Able to prioritise work taking into account the round and the operation of the collection vehicle, making decisions on the order of collections and collection points, factoring in local circumstances (eg weather, traffic)	
<b>Other requirements</b>	<p>Required to be extremely fit to undertake the heavy manual operation and activities of the job.</p> <p>Able to work under pressure</p> <p>Commitment to and pride in delivering a high quality service.</p> <p>Able to work in all weathers.</p> <p>Under the civil contingencies act 2004, could be asked to attend a civil emergency outside of normal working hours.</p>	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	