

## Position Description

### Leading Hand Beverage Container Refund Point

#### Position Details

<b>Position Title</b>	Leading Hand Beverage Container Refund Point
<b>Classification</b>	EMRC Remuneration Classification Level 4
<b>Position Number</b>	A0162A
<b>Basis of Employment</b>	Full Time / Part Time
<b>Team Name</b>	Operations - Mundaring Community Recycling Centre

#### Position Objectives

- To undertake manual counting, sorting and recording of beverage container volumes received at the Mundaring Community Recycling Centre, assist with maintaining the cleanliness of the site and customer service.
- To stand in as the Refund Point Team Leader when the primary Team leader is on Leave or unavailable.

#### Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

## Position Requirements

### Competencies

- Effective communication and interpersonal skills
- Ability to count beverage containers quickly and accurately, particularly in multiples of 4
- Ability to identify different beverage container material types and sort accordingly
- Ability to work with limited supervision and also as an effective team member
- Ability to prioritise work and complete tasks in a timely manner
- Effective communication and interpersonal skills
- Basic IT skills

### Experience

- Experience in operating a forklift

### Qualifications

- Current National Accredited Forklift Licence

## Key Duties / Responsibilities

### Position Responsibilities

- Greet customers and collect beverage containers from vehicles or storage vessels
- Obtain customer's Containers for Change Scheme ID
- Count beverage containers quickly and accurately, particularly in multiples of 4
- Sort containers into several material streams including glass, PET, HDPE, aluminium, steel, liquid paperboard
- Accurately record counted quantities according to material type, including any ineligible containers received
- Provide Refund Point Team Leader with a summary of each customer's container quantities and relevant material types
- Return empty boxes, crates or plastic bags to the customer
- Return ineligible containers to the customer
- Help keep the interior and exterior of the building tidy and free of litter
- Undertake other tasks as required by the Refund Point Team Leader
- Stand in as the Refund Point Team Leader on occasions where the primary Team Leader is unavailable.
- Manual handling of products up to 15kg.

### Occupational Safety and Health (OS&H) Responsibilities

- Ensure compliance with all statutory requirements.
- Ensure, as far as practicable, workers (including contractors and volunteers), service providers, customers and visitors are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
- Ensure that recommendations to improve safety and health management are acted upon.
- Ensure that all appointed contractors meet the EMRC's OSH criteria prior to, and during, contractual engagement and undertaking work for the EMRC.
- Conduct safety related toolbox and team meetings at regular and agreed intervals.

- Ensure that workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to procedures, premises, plant and equipment which may impact on safety and health.
- Ensure that workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures.
- Ensure planned workplace inspections are undertaken and documents in accordance with established inspection programme and legislative requirements.
- Ensure all tasks are risk assessed and appropriate controls according to the Hierarchy of the Controls implemented.
- Ensure that workers (including contractors and volunteers) are competent to undertake tasks allocated to them.

### **Organisational Responsibilities**

- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

### **Organisational Relationships**

<b>Responsible to</b>	Team Leader Beverage Container Refund Point	
<b>Supervision of</b>	No positions supervised	
<b>Internal and External Liaison</b>	<b>Internal</b>	All EMRC Management and Employees
	<b>External</b>	Shire of Mundaring Staff

### **Extent of Authority**

- This position operates under the limited supervision of the Chief Executive Officer and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

### **Selection Criteria**

#### **Essential**

- Current National Accredited Forklift Licence

#### **Desirable**

- Senior First Aid Certificate
- Knowledge or experience with CDS and/or waste transfer station operations

## Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

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<b>Date Last Reviewed</b>	September 2020
<b>Reviewed</b>	Manager Human Resources
<b>Updated</b>	Human Resources Administration Officer
<b>Approved</b>	Chief Operating Officer