

Position Description

Beverage Container Refund Point Attendant

Position Details

Position Title	Beverage Container Refund Point Attendant
Classification	EMRC Remuneration Band – Level 3
Position Number	A0171A
Basis of Employment	Casual
Team Name	Operations – Mundaring Community Recycling Centre

Position Objectives

Key Objectives of Position

- 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.

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:

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

Key Duties/Responsibilities

Position Responsibilities

Site Operations

- Ability to work standing for extended periods of time
- 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
- Ability to respond quickly and efficiently during peak periods
- Experience in frontline operations and/or customer service roles

Occupational Safety and Health (OS&H) Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

Organisational Responsibilities

- Perform after hours call-outs to site for security and emergency purposes (on a roster system).
- Ensure all duties are performed in compliance with standard operating procedures.
- 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

Responsible to	A0165A – Team Leader Beverage Container Refund Point A0164A – Leading Hand Beverage Container Refund Point (in absence of Team Leader)
Supervision of	N/A
Internal and External Liaison	Internal All EMRC Management and Employees External Shire of Mundaring Employees General Public

Extent of Authority

- This position works under general supervision and is required to exercise a high level of initiative, judgement and responsibility whilst acting within predetermined guidelines, organisational policy and as delegated.

Selection Criteria

Desirable

- Current National Accredited Forklift licence

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 _____

Date Last Reviewed	October 2020
Reviewed	Manager Human Resources
Updated	Manager Human Resources
Approved	Manager Human Resources