

Community Recycling Officer Role and Job Description

Job Title: Community Recycling Officer

Hours/Pattern of Work: 6 hours/week with potential for holiday cover and events.

Pay: £10.44 hour paid monthly

Location/Primary Place of Work: Based at the Environment Centre but working off site around York.

Main Purpose of the Job: To collect and sort recyclable materials for resale, recycling and composting. Promoting the service to residents, businesses & events

Reports to: Waste & recycling manager

Direct Reports: None

Duties and Responsibilities:

- carrying out kerbside collections of recyclable materials using an electric vehicle and load bearing pedal trike
- encouraging households, businesses & events to recycle more with St Nicks
- sorting recyclable materials
- composting garden waste
- driving the electric vehicles
- riding load bearing tricycles used for recycling collection
- sorting, weighing and recording recyclable materials;
- keeping all paperwork and records up to date and accurate
- helping to promote the scheme to local householders, businesses & events
- adhering to Health and Safety procedures at the work place
- helping with the maintenance of equipment used in the scheme
- helping to develop the recycling scheme (residential, businesses & events)
- attending training courses as necessary
- other duties to support the functioning of St Nicks as and when required
- helping at events promoting the service, staffing Terracycle sessions, occasional out of hours collections at events

Qualifications/Person Specifications (Skills and Knowledge/Values and Personal Attributes):

Essential

- Full clean drivers license
- Willingness to work in all weathers
- Work well in a small team and alone
- Interest in, and commitment to the environment
- Physically fit
- Flexible with regards to finish times
- Friendly, personable and approachable

Desirable

- Committed to protecting the environment and the desire to make a difference, with particular focus on waste minimization
- Experience of community and or environmental work



- Good written and verbal communication skills
- Experience of cycling on busy roads and cycle lanes
- Knowledge of York city centre access restrictions, one way systems and cycle routes



Working Conditions:

Outdoor, with physical exertion, manual handling and heavy lifting.

Acknowledgement & Agreement

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.