

Central Works Depot – Recycling2go

JOB DESCRIPTION

Kerbside Glass Co-ordinator (Fixed term contract)

Grade: LS12	Post Number:
Responsible to:	Head of Environment and Communities
Responsible for:	N/A
Job Objective	To oversee and manage the roll out of the Council's new kerbside glass collection service
Main responsibilities	<ul style="list-style-type: none"> • Plan and co-ordinate the roll out of 50,000 bins to the residents of the Borough • Undertake a range of manual tasks including loading wheeled bins and delivery to residents on occasions • Manage the delivery teams and ensure bins are delivered to the correct properties as per the delivery schedule • Be responsible for all paperwork in relation to the bin roll out including weekly updates of completion, bin numbers delivered and route planning for future deliveries • Deal politely and effectively with Borough residents and deal with any queries on the service in an effective and efficient manner • Be an ambassador for the Council and its recycling2go at all times • Interpret and execute instructions, in relation to bin delivery schedules, emptying schedules and any residents who may have opted out of the service • Carry out pre shift and after shift maintenance checks on the vehicle • Oversee the first 6 weekly cycle of collections, reporting back on any issues and be proactive in addressing any collection problems or crew or customer queries

Approved by: Darryl Burch

Signed:



Date:

17 July 2025