

<p>Our Mission We reduce, reuse and recycle to champion behaviour change Our place is a hub which connects people, things and ideas</p> <p>Our Vision Lead the way to zero waste</p>	<p>Our Core Values Be resourceful Keep our promises Look after each other and our place Have fun together</p>
--	--

Area & Department	Alexandra Recycling
Position Title:	Recycle Team Leader
Position:	Full-time (minimum 32 hours per week) permanent employment
Date:	June 2021
Reports To:	General Manager - Tony Pfeiffer
Overall Objectives	Oversee Recycle Services at Alexandra site, associated customers and staff; including business and event recycling, public drop off, processing recyclable material and its sale to market, record keeping and maintenance of all associated vehicles and machinery

Company Wide Objectives

	Key tasks	Outcomes
Mission, vision and values	Knows and understands our mission, vision and values	Works with others to achieve mission and vision Words and actions a good fit with core values
Health and safety	Proactive approach to health and safety on and off site Understands, follows and adheres to key elements of Wastebusters H&S process	Works with others to keep people safe Follows Wastebusters H&S processes Raises any issues or concerns straight away Participates in H&S discussions
Learning for sustainability	Works on building communication skills and knowledge base to share Wastebusters key messages with people from all walks of life	Understands zero waste - theory and practise Makes an effort to learn about other teams activities and able to answer simple questions Passes on any questions unable to answer
Teamwork	Understands team goals and helps develop plans and projects that achieve them. Works well with others to make things happen	Contributes at team meetings Well regarded by team members Helps others achieve their goals

Experience needed

<ul style="list-style-type: none"> • Passion for reduce, reuse, recycling and zero waste, preferably with previous experience working in the area • Class 2 drivers licence and forklift endorsement, an advantage • Two plus years managing people with proven leadership skills and highly organised • Focus on well-being, health and safety with good computer skills (including excel and GSuite) and excellent communication skills • Positive can-do attitude and a sense of humour • Ability to work occasional weekends
--

Role Specific tasks and activities

Area	Key Tasks
Organisation, Leadership and Management	<ul style="list-style-type: none"> ● Help grow Wastebusters positive workplace culture and provide guidance, instruction, direction, leadership and support for the Alexandra Recycle Team; working positively to encourage Recycle Team to work effectively and perform well, whilst upholding the core values and culture of Wastebusters ● Oversee and manage all activities in the recycling yard to ensure runs in a smooth and efficient manner, including but not limited to; site maintenance, Business Collections, Recycle Contract Collections, Event Recycling, recycle drop-off, recycle processing and recyclable material sales ● Cover for Recycle Team (including drivers if qualified) when not at work (leave, sick etc) and during peak period demand
Ensure safe working environment	<ul style="list-style-type: none"> ● Run daily WH&S checks and document (delegate on your days off) ● Work with Recycle Team to identify risks and steps taken to eliminate or minimise ● Ensure all incidents are logged and reported in a timely manner ● Contribute to Wastebusters Well-being, Health and Safety Procedures
Supervise and train staff	<ul style="list-style-type: none"> ● Induct, supervise and train staff; informing staff of how we operate and keeping them up to date of any changes ● Work with HR Manager to find appropriate staff by participating to selection and interviews ● Deal with any day to day staff issues or concerns ● Work with reuse team on weekly/monthly tasks and prioritise into a manageable list ● Manage regular Recycle staff meetings; agenda and minutes ● Sign off timesheets and ensure accurate, complete and ready for payroll end period
Rostering and holiday cover	<ul style="list-style-type: none"> ● Manage fortnightly roster for Recycle Team ● Identify any staff gaps and work with the General Manager/Human Resources Manager to ensure staff levels are maintained ● Ensure holidays and sick leave are approved and covered
Maintain accurate data and sales records	<ul style="list-style-type: none"> ● Manage data entry and records: daily activities and other Recycle data
Maintain good customer service	<ul style="list-style-type: none"> ● Ensure customer service standards are well maintained and any complaints are logged and dealt with accordingly ● Deal with any day to day issues and conflict with customer/staff relationships in a fair and consistent manner ● Be proactive in recommending methods of overcoming any future issues ● Report any serious incidents immediately to the General Manager
Vehicles, gear and equipment	<ul style="list-style-type: none"> ● Manage vehicle fleet ● Purchase tools, bins, sacks, uniforms, recycle gear and WH&S gear up to the limits outlined in budget or as directed by Management; approving bills in a timely manner
Other Activities	<ul style="list-style-type: none"> ● Be aware of and ensure all staff follow procedures set out in Staff Handbook ● Contribute to and suggest improvements of systems, documents and plans ● Work with Reuse Team Leader to ensure the whole site runs in a smooth efficient manner ● Deputise for the Reuse Team Leader as and when required ● Contribute to Wastebusters plans and manuals ● Attend team and staff meetings ● Attend occasional out of hours functions ● Other tasks as requested by Supervisor or Management