

Position Description

PART 1 – POSITION DETAILS

Position Title:	Casual Centre Attendant
Position Number:	KEEPD12
Date of last review	August 2017
Grade:	Operational Band Level 3
Reports to:	Works Coordinator
Status:	Casual
Hours	Casual as required Kimbriki operational hours are 7 days per week 7am to 5pm

Part 2 POSITION DESCRIPTION

Main Purpose

To provide high quality service in a professional, competent manner to all customers of the Kimbriki Centre.

Key Responsibilities

- Identify and manage all waste types – recyclables, landfill waste, unacceptable waste and hazardous waste as it presents
- Administer fees and charges to customers
- Provide information to customers in a courteous and polite manner, promoting the good image of Kimbriki
- Work effectively in a professional team environment
- Handle cash and operate a computerised weighbridge system
- Perform duties within the landfill area including removal of recyclable materials
- Direct and where necessary control site traffic movements
- Maintain effective communication with all site staff and work in conjunction with site contractors
- Exercise Responsibility, Accountability and Authority as outlined in Kimbriki's Safety, Environment and Quality Policy

Essential Criteria

- Ability to work as a team member with minimal supervision and work independently when required
- Demonstrated excellent customer service skills
- Ability to perform general labouring duties including the removal of recyclables from landfill and providing customers with assistance where required
- Cash handling ability including reconciliation at the end of day;
- General clerical and computer skills
- Demonstrated knowledge of WHS, Environmental Due Diligence, EEO and ethical work practises
- Ability to manage variable workloads
- Willingness to work various casual shifts as required
- Current NSW drivers Licence

Desirable Criteria

- Experience in traffic control
- Truck drivers licence
- Knowledge of waste minimisation and waste management industry
- Experience with EFTPOS and electronic cash management