

Position Description

PART 1 – POSITION DETAILS

Position Title:	Centre Attendant
Position Number:	KEEPD12
Date of last review	September 2021
Grade:	Operational Band Level 3
Reports to:	Works Coordinator
Status:	Permanent & Casual
Hours	70 hours per fortnight on a rotating roster of four days on, three days off, three days on and four days off within a fortnight period. Required to work either Saturday or Sunday

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
- Process payments 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 work independently when required
- Demonstrated customer service skills
- Ability to perform general labouring duties including the removal of recyclables from landfill
- Ability to process payments including reconciliation at the end of day
- Basic computer skills
- Ability to manage variable workloads
- Current NSW drivers Licence
- Willingness to work various shifts as required
- Demonstrated knowledge of WHS, Environmental Due Diligence, EEO and ethical work practises
- Behaviour that positively demonstrates Kimbriki's values of: respect, teamwork, integrity, excellence, and responsibility

Desirable Criteria

- Traffic Control Licence
- Heavy Rigid Licence
- Knowledge of waste minimisation and waste management industry
- Experience with EFTPOS.