



1. Position Details

Position Title	Centre Attendant
Position Number	KEEPD12
Grade	Operational Band Level 3
Reports to	Works Coordinator
Status	Permanent
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.

2. Position Description

2.1 Major Purpose

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

2.2 Key Responsibilities

- Identify waste types – recyclables, landfill waste, unacceptable waste & 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 cashless payments and operate a computerised weighbridge system
- Perform duties within the landfill area including the manual recovery 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.

3. Selection Criteria

3.1 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
- Understanding of WHS, Environmental Due Diligence, EEO and ethical work practises
- Behaviour that positively demonstrates Kimbriki's values of respect, teamwork, integrity, excellence, and responsibility

3.2 Desirable Criteria

- Experience with EFTPOS
- Traffic Control Licence
- Medium or Heavy Rigid Truck Licence
- Knowledge of the waste management industry