



1. Position Details

Position Title	Centre Attendant
Grade	Operational Band Level 3
Reports to	Works Coordinator
Status	Permanent
Hours	70 hours per fortnight, required to work either: - Shift A – Sunday, Monday, Tuesday and every second Wednesday <i>or</i> Shift B – Every second Wednesday, Thursday, Friday & Saturday.

2. Position Description

2.1 Major Purpose

To provide high quality service in a professional, and competent manner to all customers.

2.2 Key Responsibilities

1. Inspect, identify and appropriately manage all incoming waste types, including but not limited to recyclables, landfill waste, unacceptable and hazardous waste as they are received
2. Operate weighbridges accurately to ensure customer details are entered correctly and that relevant fees and charges are applied accurately in accordance with Kimbriki procedures
3. Provide good customer service by providing clear, courteous, and professional information, promoting the good image of Kimbriki
4. Identify and recover recyclable materials from mixed waste
5. Identify, sort and separate unwanted items from other recyclable drop off areas including but not limited to the household problem waste area
6. Undertake general maintenance and repair duties on site which may include some manual labour
7. Direct and where necessary control site traffic movements to ensure safety and efficiency
8. Maintain clear and consistent communication with all other site staff and work in conjunction with site contractors as needed
9. Carry out additional duties as assigned by management
10. Safely operate heavy vehicles and machinery as licenced and in compliance with all relevant procedures
11. Exercise Responsibility, Accountability and Authority as outlined in Kimbriki's Safety, Environment and Quality Policy

3. Selection Criteria

3.1 Essential Criteria

1. Proven ability to work effectively both independently and as part of a team with minimal supervision
2. Demonstrated customer service skills with a professional and courteous manner
3. Physical capability and willingness to perform general labouring duties including the removal of recyclables from landfill
4. Competence in processing payments, including end of day reconciliation
5. Basic computer skills with the ability to learn relevant systems
6. Capacity to manage variable workloads and adapt to operational demands
7. Current NSW drivers Licence
8. Understanding of WHS, Environmental Due Diligence, EEO and ethical work practises
9. Behaviour that positively demonstrates Kimbriki's values of respect, teamwork, integrity, excellence, and responsibility
10. A willingness to learn new skills, assist other team members when needed and to support the shift teams to meet rostering requirements.



3.2 Desirable Criteria

1. Experience operating EFTPOS
2. Traffic Control Licence
3. Heavy Rigid Truck Licence
4. Forklift licence
5. First aid certificate
6. Knowledge of the waste industry