



UNIVERSITY of
BRADFORD

Waste Operative

**Professional Services, Human Resources, OD
& Campus Services, Campus Operations**



Job Description and Person Specification

Job Title:	Waste Operative
Grade:	1
Vacancy Reference:	
Faculty / Directorate:	Professional Services
Service / Department:	Human Resources, OD & Campus Services, Campus Operations
Location:	City Campus
Reports to:	Cleaning Co-Ordinator
Responsible for:	

Main Purpose

Under the direction of the Cleaning Co-Ordinator remove waste from and maintain cleanliness of designated areas; complying with the University's Health & Safety policy and procedures.

Main Duties and Responsibilities

1. Maintain daily the overall cleanliness of specified areas, to University standards and as allocated by the Cleaning Co-Ordinator. This will include:
 - Daily collection of food waste including washing and replenishing bins
 - Daily emptying of internal waste bins, reporting missing or unclean bins
 - Cleaning and tidying internal and external waste areas
 - Flattening cardboard for external collection
 - Cleaning and clearing building entrances and smoking shelters
 - Any other cleaning duties required to ensure hygiene standards are met.
2. Ensuring all waste areas and bins carry the correct, visible signage.
3. Report missing bins, uncollected waste, mis-use of waste areas, incidents and potential hazards to the Senior Cleaning Supervisor, in line with University Policies and Procedures.
4. Carry out occasional removal of potentially hazardous elements to ensure Health & Safety standards are met. This may include:
 - Clearing leaves from entrances/steps.
 - Snow clearing and gritting designated areas of the Campus
 - Litter picking.
5. Follow safe working practice by complying with University Policies and Procedures, paying particular attention to Health & Safety and Fire Regulations with regard to the removal, collection and storage of waste.
6. To carry out any other duties commensurate with the grade.

All staff who are appointed to work in a particular building may be required to move to other buildings if the needs of the service dictate. Some weekend work may be required and at times you may be required to work alone.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

University of Bradford

Values

It is the responsibility of every employee to uphold the University values of:

- encouraging participation and openness;
- encouraging creativity and innovation;
- supporting academic freedom and respecting the right to express diverse points of view;
- providing equal opportunities for all staff and students to achieve their full potential;
- applying the best ethical standards in everything we do.

Information Governance

Employees have a responsibility for all records (including student, health, financial, personal and administrative) that are gathered or used as part of work undertaken with the University. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. An employee must consult their manager if they have any doubt as to the correct management of the records with which they work.

Employees are required to uphold the confidentiality of these records held by the University, whether student records or corporate information.

Employees are responsible for the quality of data entered by themselves, or on their behalf, on the university's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to appropriate data standards, in a timely manner to ensure high standards of data quality in accordance with University policies, the requirements of the General Data Protection Regulations 2018 and any other relevant legislation.

To support these requirements all employees must maintain confidentiality and abide by the General Data Protection Regulations 2018 at all times.

Additionally employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

Working with Vulnerable Groups

All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities

and adhere to the University's policy and policies and the Safeguarding Vulnerable Groups Act 2006.

Where appropriate employees will be given the necessary training to enable them to adhere to these requirements.

Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the university's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

University Policies

The University operates a range of policies (available on the University intranet and Service Now). All employees must observe and adhere to the provisions outlined in these policies.

Equality and Diversity

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality and values diversity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

Training

Employees must attend any training that is identified as mandatory to their role.

Post Specification

Waste Operative

Human Resources, OD & Campus Services, Campus Operations

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• NVQ Level 1 or City & Guilds Cleaning/Caretaking or equivalent (or willingness to work towards).	
Experience, Skills and Knowledge	<ul style="list-style-type: none">• Cleaning and/or Waste Removal in an industrial or educational environment, or other similar experience	<ul style="list-style-type: none">• Experience of recycling waste products
Job Specific Requirements (please delete this section if not applicable)	<ul style="list-style-type: none">• Ability to speak, read and write basic English Language• Ability to lift/carry waste in bags, boxes or loose• Ability to carry out vigorous work and to work for continuous periods in standing position• Ability to organise work to meet targets within an allotted timescale, either by working in a team or by oneself• Ability to communicate effectively with staff, students and the public	<ul style="list-style-type: none">• Knowledge of the uses of cleaning materials and methods and their application to various surfaces• Knowledge of aims and benefits of re-cycling for the University and the environment

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Commitment to engage with and contribute actively to the aims and objectives of the University • Commitment to engagement in positive working relationships. • Understanding of the University's commitment to Equality and Diversity • Be willing to undertake any further training necessary to meet the requirements of the post 	