

IMPACT Community Services

Position Description

JOB CODE: 06.001.08
JOB TITLE: Container Refund Point Sorter
PROGRAM/SECTION: Recycling & Collections
REPORTS TO: Container Refund Point & Logistics Supervisor
AWARD: Waste Management Award 2020
CLASSIFICATION: Level 2

Approval Date:	16/11/2020	Version:	20201116
File path:	W:\Corporate Services\Human Resources\Human Resources Current\Workforce Planning\Position Descriptions\Recycling & Collections\CRP Sorter		

Impact Commitment Statement

Our staff will actively contribute to the organisation's vision, mission, values, policies and procedures.

In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

What is our vision?

Improving lives

What is our mission?

Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values?

What do we expect from our staff and what do our participants expect from us?

Build trust in relationships – Cultivate habits that build positive interactions and experiences with others

Empower others – Walk beside someone as they increase their autonomy, self-determination and decision-making capacity

Be compassionate – Strive to show kindness and a willingness to support others both in our organisation and in the communities in which we live

Celebrate uniqueness – Create a place that is built on dignity and respect and where everyone is welcome

Work together – Leverage collective genius to find new ways to think big, experiment and solve shared problems

Create positive impact – Use our commitment and drive to energise, engage and inspire others to achieve our shared vision

Strive for excellence – Pursue continuous growth, high performance and improvement



OVERVIEW:

The Container Refund Point (CRP) Sorter is required to work as part of a team to:

- Sort the correct product for the Container Refund Scheme (CRS)
- Operate the online CRP system
- Maintain a safe, clean and tidy workplace
- Ensure a productive workplace and follow direction

MAIN DUTIES/RESPONSIBILITIES:

- Identify and sort products such as bottles and cans
- Count product to credit to a customer's account
- Process and complete transactions online
- Perform data entry online, eg, credit a customer's scheme account
- Provide customer service, both face to face and over the phone
- Perform manual tasks, eg
 - Empty bins into cages
 - Sweep floors and work platforms
 - Shovel waste into bins
 - Pressure clean shed floors
 - Undertake general cleaning duties
- Operate the forklift
- Transfer product around the site
- Attend planned meetings
- Follow WH&S to ensure the safe operation of machinery and equipment
- Take reasonable care for personal health and safety in the workplace and that of others
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organization. Where Higher Duties apply the relevant Award will be followed.

CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

Strong skills in:

- Numeracy in order to accurately and quickly count product
- Manual handling
- Data entry using a computer

Track record in:

- Providing face to face customer service
- Working as part of a team
- Following WH&S practices
- Operating a forklift in a busy environment
- Working independently with minimal supervision



Willingness to:

- Handle recyclables
- Work in a shed environment
- Work Saturdays

Desirable

- Ability to identify maintenance issues

LICENSING AND ADMINISTRATIVE REQUIREMENTS

Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.

- Queensland Driver's Licence / C Class
- Forklift licence
- This is an NDIS Risk Assessed Role and therefore this position must obtain and hold a Possession of, or willingness to obtain, Prescribed Notice (Yellow Card) or NDIS Card and Working with Children (Blue Card). There may be a requirement to also obtain a National Police Check (AFP).

Acknowledgement

I have received, reviewed and fully understand the position description for Container Refund Point - Sorter. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

PRINTED NAME

SIGNATURE

/ /

DATE

