

The **acc** Liverpool Group

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



Operations and VM

Waste Supervisor

REPORTS TO: Cleaning and Waste Manager

DIRECT REPORTS: N/A

JOB PURPOSE

To ensure the safe and efficient management of waste throughout the ACC Liverpool campus.

To ensure all external areas and loading bays are maintained to the highest possible standard.

MAIN DUTIES AND RESPONSIBILITIES

- To deliver the operational elements of the ACC Liverpool waste strategy, by collecting, sorting and correctly disposing of all waste across the campus, including both event and non-event waste.
- Working with the Cleaning and Waste Manager to motivate and encourage all personnel under your supervision.
- Direct the team to undertake waste tasks as required to meet the responsibilities of this job role.
- To manage the movement of waste around the campus, ensuring safe working practices are used at all times.
- Keep accurate event waste data records to feed into the energy impact statements.
- Ensure the external campus is always kept litter free and is well maintained.
- Ensure that all equipment is safely and properly used by team members and that any faults are promptly reported and fixed.
- Ensure that staff who operate mechanical sweeper, machines and other mechanical equipment are properly trained and licensed to do so.
- Ensure that safe work practices are followed by all team members.
- Ensure that all team members are wearing the correct uniform and PPE at all times whilst on shift.

- Maintain effective communications with the Cleaning and Waste Manager.
- Allocate ad hoc waste duties as they are logged for the waste team via the Halo system.
- Ensure all waste areas are kept clean and accessible. Accountable for all equipment to be returned to storage after use.
- Assist the Cleaning and Waste Manager in the sign in and out of staff, ensure accurate data is captured.
- Monitor casual and agency staff whilst on shift if applicable.
- Support the Cleaning and Waste Manager in arranging cover for staff absence and sickness.
- Ensure any COSHH items are correctly stored in the relevant cleaning cupboards and staff are adequately trained in using these chemicals.
- Complete a weekly stock take on all consumable items, requesting any additional stock to be ordered through the support services team.
- Carry out toolbox talk with all team members as per the Operations and Venue Management programme, or as directed by the Cleaning and Waste Manager.
- Undertake documented waste audits on the day to day elements of the building.
- Deputise for the Cleaning and Waste Manager as and when required.
- Maintain PPE to ensure all issued PPE is worn when and where appropriate and stored carefully in the lockers provided when not in use.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Licence for Forklift Manual handling certificate COSHH Awareness Banksman training	Desirable Essential Essential Desirable	I A
EXPERIENCE	Demonstrable experience of sector and especially arena workings Demonstrable experience of waste management	Desirable Desirable	I A
SKILLS & KNOWLEDGE	Understanding of health and safety	Essential	I A
KEY ATTRIBUTES	Pragmatic Resilience Confidence	Desirable Essential Desirable	I A

Key for How Measured:

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date