

Job Description

Litter Picker

Salary:	Grade 2
Contract:	Part time, 20 hours, ongoing, 5/7 days per week
Location:	Canterbury Campus
Responsible to:	Landscape, Grounds & Biodiversity Manager
Job family:	Administrative, professional and managerial

Job purpose

To keep external space and public areas of the campus clean and tidy. To Undertake litter picking and waste disposal, actively contributing to maintaining the high standards required to provide a clean and safe space for students, staff and visitors to the University.

Deliver and maintain high levels of customer satisfaction acting as a positive ambassador for the University. Must be physically fit, able to move bags and wheeled bins and walk for prolonged periods of the day.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Maintain the external campus, ensuring it is clean and tidy. Undertake litter picking, as well as emptying and cleaning of external bins and removal of chewing gum from pathways and external public spaces.
- Monitor all external public areas of the Canterbury campus, reporting incidents and/or any vandalism or graffiti to Estates Customer Services additionally monitor external notice boards, removing any out-of-date posters/flyers/materials.
- Undertake cleaning of all open and grated gullies (excluding roads), cycle shelters and bin stores and University signage, as necessary. Dispose of debris and waste materials, adhering to environmental waste compliance standards and procedures.
- Report any controlled substance liquid spillages immediately to Estates Customer Services and attend to in the first instance, adhering to the relevant spillage procedure.
- Provide support for University events, including Open Days, Arrivals and Departure weekends, undertaking litter picking, removing rubbish from accommodation, monitoring external bins and keeping bin areas clean and tidy.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Undertake scheduled tasks on a daily/weekly basis. Working independently at times and as part of a team to meet service levels. There may be periods of working in isolation, particularly whilst undertaking litter picking duties.
- Provide a friendly, approachable, and helpful manner, acting as a positive ambassador on behalf of the University, always maintaining a high level of customer service and self-motivation.

- To ensure that health and safety regulations are adhered to when carrying out tasks and that all work is conducted in a safe and tidy manner and in line with policies and procedures.

Facts & figures

Litter picking is required on a daily basis across our 300-acre Canterbury Campus along with management of our waste compounds. The University generates c. 1,300 tonnes of waste per annum of which 46.5% is recycled.

Internal & external relationships

Internal: Staff and students.

External: Contractors and visitors.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Working with machinery (please specify any vibration hazards)
- Working with chemicals (inc. requirement to wear latex gloves and inc. work with CO₂ or N₂ gasses)
- Biological Agents (waste/sewage)
- Prolonged physical/manual work/Manual handling (inc. human beings)
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- Prolonged weather hazard exposure – wind/rain/snow/pollen/UV & sun
- Working in isolation
- There may be a requirement to work evenings and weekends

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Good verbal and written skills with the ability to communicate clearly in the English language (I,T)
- Ability to understand and follow verbal and written procedures (A,I,T)
- Ability to work independently and/or part of a team (A,I)
- Good understanding of health and safety procedures and safe working practices (A,I)
- Flexible and willing to work additional hours to meet essential operational requirements to cover absence and events, as reasonably requested (I)
- Willing to undertake training as required (I)
- Ability to effectively undertake all physical aspects of the role (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive. (I)

Desirable Criteria:

- Good IT skills, including familiarity with MS Office software. (A,I)
- Full UK Driving licence (I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage