

**FYNE FUTURES LIMITED  
JOB DESCRIPTION**

**JOB TITLE:** Driver/Operator  
**SALARY:** Satisfies National Minimum Wage  
**LOCATION:** Rothesay  
**HOURS:** 30 hours per week  
**TERM:** 26 Week funded placement  
**FUNDING:** This post is funded by People and Communities fund

**ACCOUNTABILITY & RESPONSIBILITY**

The Driver Operator is directly accountable to the Recycling Supervisor on a day to day basis, with overall accountability to the Recycling Operations Manager.

**QUALIFICATIONS & EXPERIENCE:**

The post requires a clean Driving Licence. C1 Category LGV Category and CPC are desirable. Experience in Recycling Operations, logistics or similar is also desirable.

**MAIN OBJECTIVES OF POST**

To contribute as part of the team to a successful recycling operation, including collection, processing and transportation.

**PRINCIPAL DUTIES**

- To collect recyclable materials via collection service
- To process the collected materials at the centre for onward transportation to markets. This may include the active use of a forklift truck
- To transport processed materials to markets.
- To measure and record tonnages of materials recycled and ensure accurate information recorded for tracking and income generation.
- To liaise with users of the service to ensure customer satisfaction.
- To adhere to Health and Safety Requirements and assist in record keeping of any incidents or accidents that occurs within the Fyne Futures operation
- To ensure that all vehicle maintenance and checks are carried out and details recorded in line with current processes.
- As required to assist the Operations Manager with the educational and marketing activities to promote and raise awareness of Fyne Futures activities.
- To undertake training as required by the needs of the post
- To oversee and support the work of volunteers and trainees.
- Participation in the day to day running of our points of customer connection: principally Re-style shop and Re-use store as required.
- Aid in receiving deliveries, Of items. Restock as required.
- To have a flexible attitude to work to meet the requirements of the business and to review procedural methods to ensure efficiency in the organisational paper flow
- To carry out other such duties and responsibilities as may be required from time to time by the Line Manager

Signed.....(Member of Staff)                      Date .....

Signed.....(Manager)                                      Date .....