

GUERNSEY WASTE**REUSE ASSISTANT****AA1****JOB DESCRIPTION****JOB SUMMARY:**

Guernsey Waste is looking for Reuse Assistants to help them deliver a reuse service via the Longue Hougue Household Waste and Recycling Centre. The roles include being able to identify items that are brought into the site for disposal or recycling that could be given a new lease of life and helping arrange for their onward distribution to local charities and other organisations.

The roles are crucial for helping to implement a key objective of the waste strategy by diverting items away from the waste stream and providing social and community benefits as a secondary benefit. The roles also include some data collection and analysis.

RELATIONSHIPS:

The Reuse Assistants will deal with a range of stakeholders, including members of Guernsey Waste and Longue Hougue site staff at varying levels, local charities, and members of the public mainly face-to-face.

The roles will be based at the Household Waste and Recycling Centre at Longue Hougue. The site is open between 8am – 4pm Monday to Saturday (closed Thursdays) and 8am – 12noon on Sunday. It is anticipated the two post holders will cover the full hours between them.

They will report to the Waste Minimisation and Recycling Officer, Guernsey Waste.

MAIN DUTIES AND RESPONSIBILITIES:

- Act as the first point of contact for members of the public who have items fit for reuse.
- Identify items suitable for reuse based on a set criteria of items.
- Sort and organise items for efficient storage prior to collection by third parties.
- Keep accurate logs of items and assist with analysing this data.

- Engage with site staff and other stakeholders, for example participating charities.
- To undertake any other tasks or activities as requested commensurate to the grading of the role.

KEY CRITERIA:

ESSENTIAL

1. Confident in communicating with the public and a wide range of stakeholders.
2. Ability to be self-motivated whilst working independently under guidance and as part of a small team.
3. Ability to follow a methodological approach and guidelines to capture and record data accurately.
4. Basic IT skills i.e. Microsoft Word and Excel.
5. Flexible approach to work, including willingness to work weekends.