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| **Name:** |  |
| **Employer:** | New Earth Solutions (West) T/A Mid UK Recycling |
| **Location:** | Barkston  |
| **Contract:** | Full Time - Permanent |
| **Hours of work:** | Monday - Friday (07:00-19:00) |
| **Department:** | MRF |
| **Reporting to:** | Manager |

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| **Job purpose** |
| To ensure you are optimising the MRF & PRF processing Operations at Barkston Heath facilities to achieve maximum throughput while also achieving desired quality, ensuring you and your team follow all company Health & Safety policies and procedures to build a diverse and flexible workforce.  |
| **Main duties** |
| * To ensure the Health & Safety and Wellbeing of yourself and all employees with in the MRF & PRF, utilising all approved policies, procedures & processes in line with the business and legislative requirements.
* To make sure the MRF and PRF processing operations have minimal impact to the environment ensuring compliance with business and legislative requirements.
* To support H&S and the Management Team to ensure your team are fully trained and signed up to relevant RA&SWP’s for all tasks.
* To make sure you optimise runtime of the processing facility so keeping downtime to minimum and resolve issues in a timely manner.
* Take responsibility for completion of the daily production sheet ensuring all down time date is recorded and accurate.
* Take responsibility for the planned daily clean making sure all machinery is isolated and safe to work on, staff have been allocated to set jobs and have the correct equipment to carry out the task involved.
* To make sure your team always has the correct PPE available, in good condition and signed for.
* To manage your team and ensure you have the right number of Line Ops/Pickers in each area across picking stations and bale picking.
* To help the assistant MRF Manager in developing your team to ensure we have a diverse and flexible workforce with the right skillset to deliver our targets.
* To make sure all your daily paperwork is completed correctly, on time and handed in at the end of every shift.
* To ensure you leave the MRF and PRF facility in the condition that you would wish to receive it. Good Housekeeping, plant fully operational free from blockages and a suitable handover.
* To identify any defect and ensure these are reported to the MRF Manager, Night MRF Manager and Maintenance manager.
* Delivery of TBT (Toolbox Talk) and team briefs to the shift as required.
* Undertake any other duty within the nature of duties and responsibilities held
* Any other tasks as required
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| **Person specification** |
|  | **Essential** | **Desirable** |
| **Qualifications** |  | IOSH Managing Safely |
| **Experience** | To have worked in a Production Environment | MRF Recycling Operations, Waste Industry, Supervisory Role |
| **Knowledge** | ProductionPeople ManagementH&S | Waste IndustryMRF Operations |
| **Skills** | Good communication skillsComputer LiterateSelf-MotivatedAbility to prioritiesWork well under pressure |  |
| **Attitude** | Positive can-do attitudeHardworking and flexibleOrganisedStructuredRespectful to colleges and piers |  |

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| **Job Description Agreement** |
| Employee: | Manager: |
| Signature: | Signature: |
| Date: | Date: |