EST. 1939
J DICKINSON AND SONS
RECYCLING YOUR FUTURE

JOB DESCRIPTION

Position/Title	**Vehicle & Site Cleaning Operative**	
Department	Transport	
Location	Station Road, Blackrod, Bolton	
Accountable to:	Transport Manager	
Hours	47.5 per week, Monday to Friday 7.00am to 5.30pm Alternate Saturdays 7.00am to 12.00pm are also required	
Key Relationships	Operations Director Managing Director HGV Workshop Manager HGV Technicians	Commercial Team Drivers Yard Staff Health, Safety & Compliance
General Summary	Responsible for maintaining high standards of cleanliness across our fleet of commercial vehicles, mobile plant machinery, commercial bins, and general site areas.	
Core Responsibilities	**Vehicle and Plant Cleaning** • Operate jet washing equipment and other appropriate cleaning tools to clean a range of commercial waste vehicles and other fleet vehicles. • Clean mobile plant machinery and other site equipment as required, adhering to work schedule to enable the fleet and yard operations to function as needed. • Ensure vehicles are cleaned to an appropriate standard, both internally and externally where necessary. • Move vehicles on and off the wash bay, where authorised and appropriately trained. • Ensure the vehicle wash area is kept clean, tidy and safe. **Commercial Bin Cleaning and Preparation** • Clean commercial waste bins to ensure they are presentable and ready for customer delivery. • Ensure that bins are cleaned thoroughly meet the required presentation standards. • Maintain an organised bin cleaning area and ensure equipment is kept in good working order. • Report any defects, including broken fittings and damaged decals, to the Commercial Bin Co-ordinator. • Occasionally cover Refuse Collector duties, during annual and other leave, subject to relevant training. • Carry out commercial bin deliveries on occasion as required, subject to relevant driving licence. **General Site Cleaning and Maintenance** • Maintain the cleanliness and appearance of site, including driveways, carparks and external areas. • Collect and remove general rubbish, litter and debris from site grounds. • Keep access roads, walkways and working areas clear and tidy. **Equipment, Stock and Health & Safety** • Use jet washing equipment, cleaning equipment, tools and cleaning chemicals safely and responsibly. • Use the appropriate tools and industrial cleaning equipment for each job to ensure vehicles and plant are cleaned safely, thoroughly and as instructed.	

	• Follow all relevant health and safety procedures, including the correct use of personal protective equipment. • Monitor stocks of cleaning materials and consumables, reporting when supplies need replenishing. • Keep cleaning equipment and materials stored safely and in an organised manner. • Report any damaged equipment, defects or health and safety concerns to the relevant manager. • Report all near misses, accidents and hazards appropriately and in a timely manner. • Participate in 'Tool Box Talks' and any other required operational and Health & Safety training. • Work to agreed cleaning schedules and priorities, ensuring tasks are completed efficiently and to the required standard. **General** • Actively seek ways to streamline and improve current ways of working, and share ideas and suggestions with the management team. • Any other duties commensurate with the role to maintain business continuity, as instructed by the Transport Manager.
Health and Safety	• All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors. • Challenge staff and site visitors who do not follow the site safety procedures. • Assist in maintaining the health, safety, and welfare of people (including yourself) • Follow the Company guidelines in reporting faulty or defective equipment. • Ensure all staff, customers and visitors are wearing the appropriate PPE. • Report any risks or near misses to the Health, Safety & Compliance Manager.
Personal and Professional Development	• Undertake any necessary activities to ensure that your own professional qualifications are maintained. • Ensure ongoing personal and professional development by participating in performance reviews as requested. • Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.
Confidentiality and GDPR	• All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. • Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.
Governance	• Support the Company to work within the specific regulations such as governance and frameworks for the industry.
Policies and Procedures	• All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons without exception.



PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
EXPERIENCE		Previous experience in vehicle washing, industrial cleaning, grounds maintenance or similar Experience using jet washers and cleaning equipment Experience within the waste management, transport or commercial vehicle industry
SKILLS & KNOWLEDGE	Ability to operate cleaning equipment, or willingness to undertake relevant training Ability to quickly learn new tasks and follow instruction Good awareness of health and safety practices Ability to prioritise work and manage tasks effectively Good communications skills with the ability to build good working relationships at all levels Able to work proactively, independently and on own initiative Adaptable and able to work effectively as part of a team Ability to work collaboratively with other areas of the business to maximise productivity Good attention to detail Able to react quickly and positively to instruction from management	Ability and willingness to manoeuvre commercial vehicles around site, including moving vehicles onto and off the wash bay, subject to appropriate authorisation and training
OTHER	A practical, hands-on approach to work Reliable, punctual, and good levels of attendance Comfortable working outdoors and in a busy waste management environment Demonstrates respect and care for company property and resources Able to carry out work which requires lifting/pulling, heavy lifting and physical effort Demonstrates commitment to own learning and development Relentlessly pursues the highest standards of performance required to deliver the best results for the company Positive attitude to change and the need for flexibility in planning and behaviours A commitment to our Company Values	Full, valid UK driving licence