Job Title	Recycling & Production Operative
Business Unit	Datashred
Department.	Operations
Location	Gateshead
Reports to (direct)	Operations Manager

MAIN PURPOSE OF JOB

To safely and efficiently process confidential materials in accordance with Restore Datashred procedures, ensuring the security and confidentiality of customer material is maintained at all times.

The Warehouse Operative is responsible for supporting the safe and efficient operation of the warehouse and production function, including the loading and unloading of vehicles, movement and segregation of materials, operation of authorised plant and machinery, housekeeping and completion of required operational checks and documentation.

The role will work as part of the wider depot team to maintain high standards of safety, security, quality and productivity, while identifying and reporting any issues that could impact production, equipment availability or the safe operation of the site.

KEY TASKS

1. Safely load, unload, move, sort and process confidential materials in accordance with Company procedures.
2. Operate shredding, baling and other production machinery safely and only where trained and authorised to do so.
3. Complete required daily and routine machinery, equipment and operational checks, accurately recording and reporting any defects.
4. Operate FLTs, telehandlers and other material-handling equipment safely and only where appropriately trained, competent and authorised.
5. Maintain the security and confidentiality of all customer material throughout the warehouse and production process.
6. Ensure materials are correctly segregated, stored and processed in accordance with operational, security and environmental requirements.
7. Follow all safe systems of work, risk assessments, manual-handling procedures and site Health & Safety requirements.
8. Immediately report machinery defects, breakdowns, damage, safety concerns, security incidents, near misses or other operational issues to site management.
9. Maintain high standards of housekeeping, ensuring working areas, equipment and access routes are kept clean, tidy and safe.
10. Complete all required operational documentation and records accurately and within the required timescales.
11. Wear Company-issued uniform and required PPE and comply with all site security and access requirements.
12. Complete all mandatory Company e-learning, training, toolbox talks and refresher training within the required timescales.
13. Support stock counts, material movements and other warehouse/production activities as reasonably required.
14. Work collaboratively with colleagues across the depot to support safe and efficient operations.
15. Follow all relevant Restore Datashred Health & Safety, Quality, Environmental, Information Security and operational procedures.

16. Carry out other reasonable warehouse and production duties as requested by site management, provided appropriate training and competency requirements have been met.

*** The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED

Essential

- Strong awareness of Health & Safety within an operational environment.
- Ability to follow procedures and safe systems of work.
- Ability to work effectively as part of a team and independently when required.
- Good communication skills.
- Reliable, flexible and able to work effectively in a busy operational environment.
- Ability to accurately complete basic operational records and documentation.
- Willingness to undertake all required Company training and e-learning.
- Ability to undertake the physical requirements of the role safely.

Desirable / Role Dependent

- Previous warehouse, production, waste or recycling experience.
- Experience working with shredding, baling or other production machinery.
- FLT Counterbalance qualification/experience.
- Telehandler qualification/experience.
- Previous experience working with confidential or security-sensitive materials.

OTHER INFORMATION

SECURITY & CONFIDENTIALITY

All customer material must be treated as confidential and handled only in accordance with authorised Company processes. Employees must not remove, retain, access, view or interfere with customer material except where specifically required as part of their authorised duties.

Any actual or suspected loss, unauthorised access, removal, security breach or inappropriate handling of customer material must be reported immediately to management.

COMPLIANCE RESPONSIBILITIES

- Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
- Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

APPROVALS:

Line Manager	**Post Holder**
Name:	Name:
……...	……...
Signature:……	Signature:……
Date:……	Date:……

The company reserve the right to amend or update this job description as the demands of the business develop. A copy of the signed job description should be returned to the People Services Team via the Helpdesk by raising a query using the following link https://peopleserviceshelpdesk.restoreplc.com **.**