|  |  |
| --- | --- |
| **Job Title** | Secure Destruction Operator (HGV Class 2) |
| **Business Unit** | Restore Technology |
| **Department.** | Operations |
| **Location** | Bristol |
| **Reports to (direct)** | Liam Jackson |

###### MAIN PURPOSE OF JOB

Secure Destruction Operators are responsible for delivering the IT shredding services in the 15T shredder equipped trucks on client sites both in the UK and Europe.

###### KEY TASKS

1. Safely Operating Shredders, Punches, Disintegrators on the vehicles
2. Maintaining above equipment and manage outages if possible, on site
3. Delivering the service with face to face contact with customers
4. Driving of the shredding vehicles to and from customer sites
5. Correctly completing on site audits and paperwork

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

1) Clean Police Record

a. Able to pass Police vetting process (Essential)

b. Valid HMG Security clearance (Desirable, but will be required to pass all vetting)

2) Driving experience (Essential)

a. Able to drive full Class 2 HGV

b. Prepared to drive all over the country with occasional overnight stops, (Hotels not sleeper cabs)

3) Physically fit (Essential)

a. Job involves loading and unloading large amounts of IT WEEE onto and off from vehicles.

4) Mechanical experience (Desirable but not essential)

a. Able to understand working of industrial shredder and disintegrators with training in order to maintain them and clear any jams that may occur at the customer site.

5) Use Microsoft application like word, excel email etc.

\*\*\* 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.

**OTHER INFORMATION**

‘Due to the physical nature of this role you must have the ability to lift items weighing up to 100 pounds (45kgs) each. From time to time and dependent on customer requirements and location you will be required to do additional jobs, overtime and Saturday work, which is part of your contract.’ It is likely there will be nights away as well as requirements to work in Europe

**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**  Name: ………………………………………………...  Signature:……………………………………  Date:…………………………………………… | **Post Holder**  Name: ……………………………..………………………..  Signature:…………………………………………  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 your local People Team.**