



## Container Deposit Scheme Operator

Are you looking to make a positive impact on the environment while earning some extra cash? If you enjoy working in a fast-paced, rewarding environment, we have the perfect opportunity for you!

The Shire of Corrigin is seeking a motivated and reliable individual to join the team at our Containers for Change Refund Point. In this role you'll help customers return their eligible drink containers for a refund.

This casual position requires a minimum commitment of 4 hours every Wednesday afternoon and Saturday morning.

### **Desirable Skills and Experience:**

- Friendly and helpful attitude
- Ability to follow instructions and learn new tasks
- Comfortable standing for extended periods and performing light physical tasks, such as bending and lifting
- Strong attention to detail
- Reliable and punctual
- Ability to work well with others in a team environment
- Safety-conscious attitude

### **Key Responsibilities:**

- Greet customers as they drop off their containers.
- Collect customer details, including their scheme ID, and ensure returns are processed accurately.
- Address customer questions or concerns in a friendly and helpful manner.
- Check, sort, and count returned containers.
- Keep the refund point clean, organized, and safe for customers and team members.

### **How to Apply:**

To apply please submit your resume, cover letter (highlighting your relevant skills and experience), and two recent work-related referees to [hr@corrigin.wa.gov.au](mailto:hr@corrigin.wa.gov.au) by **4pm Friday 7 March 2025**.

As an equal opportunity employer, we encourage applications from individuals of all backgrounds and experiences to join our diverse and inclusive workforce.

For further information about this position, please contact Tanya Ludlow, Finance/HR Officer on 9063 2203 or email [hr@corrigin.wa.gov.au](mailto:hr@corrigin.wa.gov.au) .

***Applications will be assessed as they arrive, and the Shire of Corrigin reserves the right to fill the position prior to the closing date.***



## Container Deposit Scheme Operator Position Description

### 1 Incumbent

Name: \*\*

Date Commenced: \*\*

### 2 Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2022, Level 1.1

### 3 Position Summary

To assist in the Container Deposit Scheme Refund Point in Corrigin to ensure the efficient operation of the service.

To operate as part of a team to ensure productivity and quality results are achieved in managing the operations of the refund point.

To liaise with supervisors and staff to ensure that Council provides quality management of the Container Deposit Scheme service to the community.

### 4 Requirements of Position

#### 4.1 Skills

- Basic written and verbal communication skills.
- Developed interpersonal and customer service skills.
- Basic problem solving, conflict resolution and decision making skills.
- Basic record keeping skills.
- Basic plant operation/user maintenance skills.

#### 4.2 Knowledge and experience

- Basic understanding of Container Deposit Scheme Refund Point operations.
- Developed knowledge of safe working practices and procedures (for self, other workers and public).
- Knowledge of local area.
- Developing knowledge of Council Policies relevant to work area.

#### 4.3 Qualifications and/or Training

- Hold a current C class motor vehicle driver's licence desirable.
- Hold a current Senior First Aid certificate desirable.

## 5 Key Roles and Responsibilities

The principle responsibility areas of this position are outlined in the table below:

<b>Container Deposit Scheme Refund Point Site Duties</b>
Direct vehicle traffic at refund point site to correct unloading areas and assist clients with unloading of containers.
Check and sort loads of containers for refund and arrange appropriate disposal or rejection of goods that do not meet the Container Deposit Scheme criteria.
Separate and sort the containers to ensure the maximum amount of recyclables are redirected away from landfill.
Liaise with service providers to arrange collection of containers from the refund point.
Ensure site is well maintained and kept generally tidy.
Maintain records of containers received at the site as directed.
Promote the refund point to neighbouring shires, towns, sporting clubs, and community groups.
<b>Occupational Safety and Health</b>
Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
Observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.
<b>Plant Operation and Equipment</b>
Operate plant and equipment in a competent manner.
Operate plant and equipment in manner compliant with Occupational Safety and Health guidelines including: loading and unloading, load restraints and personal protective clothing.
<b>Other Duties</b>
Undertake manual labouring duties as required.
Attend toolbox meetings as required.
Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Works and Services section, as required.

## 6 Key Performance Requirements

- Quality and standard of Container Deposit Scheme Refund Point.
- Timeliness of completion of allocated tasks.
- Adherence to safe work practices.
- Effectiveness working unsupervised and/or within a small work team.

## 7 Key projects

Promote the Container Deposit Scheme Refund Point within Corrigin in a positive manner.

## 8 Organisational Relationships:

### 8.1 Position is responsible to:

Manager of Works and Services

### 8.2 Position supervises:

NIL

### 8.3 Key Relationships:

Internal:

- Chief Executive Officer
- Deputy CEO
- Manager Works and Services
- Environmental Health Officer
- Leading Hands
- Administration and Works Staff
- Other staff as employed from time to time

External:

- Councillors
- Other Local Governments
- General Public (including Ratepayers and Residents as appropriate)
- Suppliers of goods and services, contractors

### 9 Extent of Authority

Works within confines of policy and procedures, under the general supervision of the Manager of Works and Services.

### 10 Public Responsibilities

To promote a favourable public image of Council operations and the Shire in general.

	Signature:	Date
Employee		
Supervisor		
CEO		

#### Position Description Review History

Created	7 July 2020	Natalie Manton
Reviewed and updated	8 September 2020	Natalie Manton
Reviewed and updated	3 February 2021	Natalie Manton
Reviewed and updated	27 October 2021	Tanya Ludlow
Reviewed and updated	3 May 2022	Tanya Ludlow