

# **JOB DESCRIPTION**

## **Guildford Participation Monitors**



### **Title – Recycling Participation Monitor**

Objective – Collect data regarding usage of kerbside recycling facilities in various locations in Guildford – both dry recycling and food waste

### **Duties and responsibilities**

- Full training will be given at the start of the project Duties will include:
  - Working individually, walking slightly ahead of the collection crews
  - Collecting data relating to which households are presenting their recycling boxes for collection
  - Recording if the box is contaminated (at a glance)
  - Recording all information on paper copies of street listings
  - Data inputting - You will be required to input all the data collected into an excel spreadsheet and email on a daily basis
  - You will be required to keep all hard copies of the daily monitoring sheets to be returned to the Enventure office on a weekly basis

### **Personal specification**

- Driving licence and own vehicle
- Ability and willingness to work independently
- Competence to record data methodically using excel and email
- Ability to work without direct supervision
- Ability to work on your own
- Ability to work early mornings and flexible with working hours
- Flexible with working locations
- Excellent organisational skills
- Physically fit and able to walk ahead of the collection crew for the entire monitoring period
- Ability to travel around Guildford
- Some knowledge of recycling issues is desirable

### **Further Details**

- Duration – Various hours over a 3 week period
- Hours – Both full (35 hours) and part time hours available
- Days – Monday to Friday
- Salary – £7.40 per hour plus a bonus upon successfully completing the work
- Start Date – Early March 2012 (specific date to be confirmed)
- Training provided