PLC-Form-003 Job Description

Job Title:	Recycling & Production Operative
Business Unit:	Restore Datashred Ltd
Department:	Operations
Location:	Gateshead
Reports To:	Recycling & Production Supervisor
Version: 002	Reviewed Date: 11/11/2026

Purpose of Role

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 Recycling & Production 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 Responsibilities

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.

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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.

*** This is a summary, not an exhaustive list, of your duties. You may also be asked to undertake other reasonable tasks and responsibilities.*

Knowledge, Skills & Competencies

- 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.

Health, Safety, & Compliance

- 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 People Leader.
- Adhere to all site accreditations that need to be upheld.
- Adherence to the company Acceptable Use Policy.

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Other Information

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.

Declaration

By signing below, the People Leader confirms that this job description accurately reflects the current requirements of the role. The Post Holder confirms they have read and understood the responsibilities, expectations and requirements of the role.

Signed on behalf of the company by:	Signature:	Date:
Post Holder Name:	Signature:	Date:

Once both parties have signed, please return a copy to the People Services Helpdesk at https://peopleserviceshelpdesk.restoreplc.com.

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