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**Logistics Operative**

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| **Job grade** | **Organisational Support - level 1** | **Reports to** | **Grounds or Logistics Supervisor** |
| **Directorate** | **Zoos and Engagement** | **Function** | **Logistics** |
| **Contract**  | **Permanent** | **Location** | **Whipsnade** |

**Responsibility for resources**

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| **Direct line reports** | **N/A** | **Responsibility for other resources** | **N/A** |
| **Financial resources** | **N/A** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is to support the Grounds and Logistics team at ZSL Whipsnade Zoo. You will be part of the team's mission to use sustainable and creative methods in achieving everyday tasks to work smarter and not harder.

You will be instrumental in supporting the team with their departmental goals and objectives and completing everyday tasks in various areas such as driving, maintaining and carrying out routine checks to a variety of vehicles. The role also includes at times  the transportation of materials, animals, animal food, waste and assist with stores operations the post room, animal food stores, warehouse and transport.

**Key responsibilities**

* The job holder will be required to be able to drive vehicles, (car, van).
* Interact with guests by answering questions, making announcements and promote a high level of customer care.
* Ensure that a high level site presentation is promoted, this will include the cleaning of various items and areas according to business need.
* Empty visitors bins located around the site, these would be 100ltr bins and incorporate bags.
* To Assist as required in the browse operation to harvest and supply for ZSL Zoos as required.
* Empty the 1100Ltr DMR and General waste bins from staff areas.
* Pick up litter- this would be on a routine and around focal areas.
* Leaf clearing, sweeping and clearing paths as part of an annual program
* Pressure washing the bird arena, benches, tables and shelters
* Assisting with setting up events or functions and erecting temporary fences e.g. Heras
* Clearing snow and salting
* To support the stores with day to day duties especially when the stores person is not on site.
* Manual handling required including lifting some heavy items, delivering/collecting items from internal and external locations.
* Carry out some routine health & safety inspections and record findings.
* To support with the training and supervision of less experienced ZSL staff when required
* To ensure that ZSL’s tools and equipment are kept in good order and report any faulty tools or equipment to their line managers.
* To support, guide or oversee some non-ZSL personnel whilst on site - these may include contractors, inspectors or any other personnel that is required.
* Ensure that the vehicles are clean and tidy always - this will involve the post holder washing and cleaning vehicles.
* To support animal moves/collections both internally around site and externally to other zoo’s, animal collections and airports.

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience |

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| Essential | * Full clean driving licence and to include C1 category
* The ability to work in all weathers.
* A good standard of literacy and numeracy are essential
* To be able to communicate with a wide range of people.
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| Desirable  | * A knowledge of health and safety and best practice would be desirable.
* Telehandler experience would be desirable, but if not training would be given.
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| Knowledge and skills |

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| Essential | * The job holder must hold a full clean UK driving licence ideally to include category C1
* A good standard of literacy and numeracy skills
* To communicate effectively and confidently with ZSL colleagues, external organisations, contractors, suppliers and visitors.
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| Desirable | * A fair knowledge of pc skills
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| Additional requirements |

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| Essential | * This post will require extensive outside working with direct exposure to the weather and animals.
* This post requires frequent work during weekends and bank holidays.
* This position is part of a team on a six-week rota and is required to work one weekend in every three.
* A full clean driving license is required for this role.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures
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