



Job description and employee specification

Job title:	Site Re-Use Shop Operative	Location:	Hempsted Recycling Centre
Reports to:	Re-Use Shop Manager	Working hours:	37 per week
Job number:		Salary grade:	C £25,583 - £25,989 + 5% shift allowance on top.
Supervises:	No supervisory responsibility		
Main purpose of the job:	To assist in the identification and retrieval of re-usable items from the waste stream, in conjunction with the HRC site team and under instruction from the Site Chargehand and Supervisors. To offer assistance and guidance to the members of public who visit and use the site, identifying good quality saleable items in line with the shop requirements.		
Key duties and responsibilities:	This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes. This is what we need you to do: • Handle the receiving and sorting of donations. Ensure suitable items are moved to the shop and support the stock rotation system. • Assist members of the public to sort, separate and identify suitable saleable items for the Shop, in accordance with all relevant legislation and company policies procedures. • Assist with cleaning of suitable items • Support the Shop Manager, to promptly manage unwanted donations, through appropriate disposal mechanisms. • Test electrical items when required. • Operate in accordance with company health and safety procedures at all times. • Ensure the correct PPE is worn at all times including any additional PPE required for dealing with specific waste streams. • Follow management instruction ensuring compliance with all company work procedures and practices. • Ensure that items identified are promptly removed to goods inward location of the Shop from the drop off areas. • Operate hand-operated trolleys and other equipment safely and competently following appropriate training and authorisation. • Assist with general shop duties as required and preparation of items for sale. • Carry out other duties as required by the Shop Manager, that are commensurate with the general level of responsibility for the post. All employees of Ubico are also expected to: • Work to add value to, and be a valued member of, the team and to be valued by customers. • Comply with the organisation's health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.		



	• Be committed to and demonstrate the values of the organisation which are to: • Deliver quality – what we do, we do well. • Be safe – look out for yourself and others. • Do the right thing – make good decisions and treat people with respect. • Care for our environment – protect where we live and work. Strive to be cleaner and greener. • Work together – communicate well and help each other.	
Essential requirements - qualifications, skills, abilities, knowledge and experience:	Qualifications • Good understanding of Maths & English • GCSE levels (Desirable) • Basic computer literacy desirable • Pat testing qualification – or willing to attain qualification – essential • Full valid driving license Knowledge and experience • Previous customer focused experience • Previous experience of working hand-held lifting equipment desirable. • Basic knowledge of health & safety Skills and abilities • An understanding of the re-use / second hand market desirable • Ability to follow basic information / instructions • Ability to work as part of a team • Ability to effectively communicate information and customer feedback to colleagues and management • Ability to use initiative and work with minimal supervision • Ability to liaise with customers, colleagues and management in a courteous, helpful and friendly manner. • Fit and able to lift heavy objects in line with health and safety. • Able to work outdoors in all weather conditions • Ability to use company vehicles as required to collect items from other Gloucestershire sites.	
Special conditions:	Able to work shifts, which includes weekends	
Date created:	April 2026	
Date reviewed:		
Created/reviewed by:	Dave Jones	Job title: Operations Manager

