



Job description and employee specification

Job title:	Loader	Location:	Cheltenham
Reports to:	Operations Supervisor	Working hours:	37 per week
Job number:	TBC	Salary grade:	CI
Supervises:	No supervisory responsibility		
Main purpose of the job:	To be a member of a team responsible for the collection of refuse and recyclables waste from all properties on the allocated rounds throughout the district.		
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: • Ensure all containers and waste receptacles scheduled for collection are emptied on the designated day in line with company policy. • Load and handle various waste materials into the appropriate vehicle, safely operating compaction and other equipment in accordance with manufacturer instructions. • Collect bulky or special items as directed by the Charge-hand or Supervisor, following all safe working practices. • Check bins for contamination prior to emptying, report issues, and assist with recording details using the in-cab device, including attaching approved notices where required. • Ensure collection areas are left clean and tidy, returning containers neatly without obstructing access. • Support the Waste and Recycling team in providing clear information to residents and maintaining a high standard of customer service. • Assist with maintaining and replacing waste containers, including minor repairs (e.g., lids, bins, boxes, bags), as directed. • Assist with vehicle manoeuvres in all situations, not just reversing to identify and communicate potential hazards. • Support replacement drivers with route guidance and ensure round information is accurately completed using the in-cab system. • Assist with supervision of temporary staff to ensure safe and effective working. • Act as crew team leader when required and where appropriately experienced. • Work within the agreed group task and finish system.		



	• Report unusual circumstances, incidents, or service issues promptly to the Charge-hand or Supervisor. • Help identify opportunities for service improvements to enhance efficiency and performance. • Follow all health and safety procedures and safe working practices at all times. • Comply with relevant road safety requirements, including the Highway Code when applicable. • Comply with all waste disposal point requirements, inclusive of all health and safety regulations, and site-specific rules. • Wear provided PPE in accordance with instructions. • Undertake required training, both on-site and external. • Carry out additional duties such as snow clearance when instructed. • Maintain high standards of behaviour, discipline, and teamwork to ensure the safety and wellbeing of colleagues and the public. • Assist with internal and external cleaning of vehicles, ensuring the vehicle is unloaded and prepared for the next shift. • Support the continuous operation of the service and avoid actions that may disrupt delivery. 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 • N/A Knowledge and experience • Basic knowledge of refuse and recycling operations Skills and abilities • Be prepared to work outdoors in all weather conditions • Flexible approach to working hours and tasks allocated • Ability to read and follow basic information/instructions • Be fit and able to lift heavy objects (and walk 8-10 miles each day at a brisk pace) • Ability to work as part of a team and deal with customers, colleagues and management in courteous, helpful and friendly manner • Ability to use initiative and work with minimum supervision • Ability to effectively communicate factual information and customer feedback to colleagues and management • Ability to maintain a quality service delivery and operate within the values of the company.	
Desirable requirements - qualifications, skills, abilities and experience:	• Previous experience of working with mobile or static plant and equipment • Basic IT skills	
Special conditions:	• There may be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service including bank holidays and catch-up Saturdays.	
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Created/reviewed by:	Name: Emma Derkatsch Emma Henderson	Job title: HR Business Partner Head of People

