



Job description and employee specification

Job title:	Loader	Location:	Central Depot, Swindon Road, Cheltenham
Reports to:	Operations Supervisor	Working hours:	37 per week
Job number:	N/A	Salary grade:	£25,583 - £25,989
Supervises:	No supervisory responsibility		
Main purpose of the job:	Central Depot, Swindon Road, Cheltenham requires waste collection operatives to undertake the collection of refuse and recyclables from properties throughout the Cheltenham Borough.		
Key duties and responsibilities:	<p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</p> <ul style="list-style-type: none"> • to assist the Waste and Recycling management team and administrative staff in communicating information to ensure good customer service in the delivery of different types of waste materials, including providing residents with information where necessary; • to undertake training on the safe operation and use of a range of waste vehicles, particularly lifting and compaction equipment where necessary; • to load different types of waste materials presented in to the relevant vehicle, and where appropriate operate compaction or other equipment in accordance with manufactures' instructions; • where appropriate, to sort specific materials in to the appropriate vehicle to ensure no unacceptable materials are allowed to contaminate loads; • to collect and move bulky or special items as instructed via Charge-hand / Supervisor complying with all Health and Safety Safe Working Practices; • to assist the Supervisor and Charge-hand with the supervision of temporary agency staff, to ensure that they are carrying out their duties professionally, safely and efficiently; • to help maintain and replace waste containers as directed by Supervisor / Charge-hand, including basic fixing of wheeled bins, replacing bins, boxes, lids or bags; • to be alert to any unusual circumstances and bring them to the attention of the Charge-hand / Supervisor; • to stand in as crew Charge-hand when your Line Manager believes that you have the relevant experience; • to work a task and finish system of work as outlined in agreed local terms and conditions of work; • to not deliberately cause disruption to the service in any way; • to clear up any spillage, however caused whilst out on the round; • to assist the cleansing driver in safe manoeuvring of the vehicle wherever necessary; • to assist with the external and internal cleaning of vehicles; • to comply with the rules of the road – especially the Highway Code; • to carry out snow clearance duties as directed by Supervisor when required <p>All employees of Ubico are also expected to:</p>		



	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ☐ 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. 	
<p>Essential requirements - qualifications, skills, abilities, knowledge and experience:</p>	<p>Qualifications N/A</p> <p>Knowledge and experience</p> <ul style="list-style-type: none"> • Basic knowledge of refuse and recycling operations • Enthusiasm and willingness to learn • Previous experience of working with mobile or static plant and equipment would be advantageous <p>Skills and abilities</p> <ul style="list-style-type: none"> • 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 a 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 	
<p>Special conditions:</p>	<ul style="list-style-type: none"> • 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 	
<p>Date created:</p>	<p>July 2020</p>	
<p>Date reviewed:</p>	<p>March 2021</p>	
<p>Created/reviewed by:</p>	<p>Martin Fennell</p>	<p>Job title: Assistant Operations Manager</p>