

Job Description



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| Job Title: | General Operative (Sessional) |
| Location: | Flint |
| Responsible to: | Logistics Manager |
| Number of hours per week: | Variable Monday to Friday/Saturday when required |
| Salary: | £12.21 per hour |

Purpose of the job

The General Operative role will work across the business supporting each area as and when required to cover leave, sickness and any peaks in delivery. The applicant needs to be a good all-rounder to meet the needs of the role. Expected duties daily will vary within: Stock Control, Van Driving on Collections and deliveries or supporting on any of our Flintshire County Council Contracts – Voids, Bulky Household Waste or Sofa Deconstruction.

Summary of main responsibilities

Driving

- Collections, Deliveries or Bulky household Waste
- Ensure on a daily basis that the vehicle is in a legal and proper condition to be used and that van weights are adhered to
- Ensure all people transported are transported safely and securely
- Ensure all furniture is stored and restrained properly and safely
- Keep all navigation equipment secure and ensure it is used effectively

Stock Control

- Check, clean and perform minor repairs as required on items donated ensuring they are rendered as fit for re-use.
- To be skilled and patient in the use of hand tools and dyes, stains waxes, polishes etc to ensure the furniture is in its best possible condition
- Fit parts as required to render fit for re-use.
- Ensure regular rotation of stock from workshop into showrooms, display furniture in the showrooms in an aesthetically pleasing manner e.g. matching items displayed together where possible.
- Assemble flat-pack furniture and beds for display
- Dismantle furniture as required for delivery and or parts
- Respond to customer requests for assistance, advice and the loading of bought items into customer vehicles ensuring safe practice at all times.

- Oversee, mentor, encourage and instruct any, trainees, work placements or volunteers assigned to the department.
- Always ensure that PPE provided is worn by all in the department in accordance with current Health & Safety Legislation.

Sofa Deconstruction

- Support deconstruction of bulky waste collections delivered into Flint HRC on a daily basis;
- To ensure the site is kept clean and tidy at all times;
- To inspect, sort and divert bulky waste into the correct containers;
- To dismantle all wooden furniture, separate its component parts and ensure its safe disposal into the correct containers;
- To dismantle all soft furnishings, separate its component parts and ensure its safe disposal into the correct containers;
- To always observe Health & Safety rules, ensuring Personal Protective Equipment is worn at all times;
- To use in a safe and controlled manner all equipment provided for the purpose of the role;
- Follow all site rules, operational procedures and risk assessments regarding personal health & safety and that of other site staff and visitors.

Voids – House Cleaning & Clearance

- Attend and conduct house and garden clearances and house cleaning services, including direct contact with customers
- Remove furniture from properties safely, protecting other people and property using the appropriate equipment as necessary
- Provide support to any, assistants, trainees, work placements or volunteers assigned to the department as and when required.
- Remove items of furniture and other personal possessions for either storage or disposal. Items will be removed from all floors including lofts, gardens and garages onto appropriate vehicles or skips, etc. and to thoroughly clean the property.
- Follow inventory lists of property goods to be removed for safekeeping and ensure that such property is handled and loaded onto vehicles in a manner that is not detrimental to its condition and safely unloaded for storage.
- Deal safely with and dispose of drug related paraphernalia (training will be provided).
- Remove all reported graffiti.
- Undertake horticultural practices necessary for the clearance and restoration of gardens and open spaces associated with void and other council owned property.

Supporting Activities

- As an essential member of the team to provide moving, lifting and handling support to ensure items are carried and transported safely
- To support teams in clearing and cleaning as required to ensure the job is completed in a timely and professional manner
- Disconnect household appliances such as dishwashers and washing machines where required
- Ensure that the vehicle is cleaned and sanitised each day after use
- To undertake any reasonable requests from line management that ensure the organisation operates efficiently

Administration

- Ensure any paperwork is completed accurately and handed to relevant person daily as required

| Person Specification | | |
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| | Essential | Desirable |
| Knowledge & Experience | <ul style="list-style-type: none"> • Over 25 with minimum 3 years driving licence • Multidrop driving experience in a Luton style van of large items. • Knowledge of the reuse/upcycling industry • Using a sat nav • Completing delivery and collection paperwork • Working directly with the customer • Knowledge and understanding of health & safety and following safe working practices including the correct use of any PPE, power and hand tools. | <ul style="list-style-type: none"> • Use of tail lift • Good local geographical knowledge • Experience within charity sector • Knowledge of furniture brands • Experience in undertaking House Clearances |
| People | <ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to engage and work with people at all levels, in a variety of organisations with an approachable and positive outlook. | |
| Judgement & Initiative | <ul style="list-style-type: none"> • Ability to work on own initiative and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet set deadlines. • Good organisational skills • Confident and enthusiastic. | |
| Communication | <ul style="list-style-type: none"> • Good written and verbal communication skills. • Ability to work with individuals at a variety of levels • Ability to represent the organisation professionally | <ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh. |
| Attributes | <ul style="list-style-type: none"> • Able to work effectively under pressure • Physically fit to lift and move large furniture | |
| Confidentiality | <ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to manage sensitive and confidential information in an appropriate way - this role regularly works with or has access to sensitive information of a personal, financial or operational level | |
| Other | <ul style="list-style-type: none"> • Appreciation and understanding of Welsh heritage and culture. • Full clean driving licence | |