



## Job description – Driving Clearance Operative

**Hours:** Full time (37.5 hours per week)

**Rate of pay:** £27,040p/a

**Place of work:** L4 Enterprises, Aston Down, GL6 8PE

**Contract type:** Permanent

Gloucestershire House Clearances (GHC) is a social enterprise with the aim of reducing waste during the house clearance process across the County of Gloucestershire. We are part of L4 Enterprises, a group of non-place-based organisations focussing on different areas lacking in our community.

This is a fast-paced, varied and highly physical role and the successful candidate will be required to work well within the GHC team. As a representative of GHC the successful candidate will, always, provide a professional, highly courteous and efficient service and will strive to meet the businesses' environmental and social aims. We are looking for someone who is consistent, organised, methodical and takes pride in their work. Our Clearance Leads are expected to spend their time in the yard and at house clearances depending on the changing needs of the business.

The hours for this role are full time (9am-5pm) and typically Monday to Friday - however flexible working hours may be required, including some weekend work. Any work asked to be undertaken outside of contracted hours is given back as time off in-lieu.

### Core Responsibilities:

- Have the ability and confidence to safely drive a 3.5 tonne box van.
- Drive courteously and safely and to take pride in maintaining company vehicles.
- All team members are responsible for getting to work at the start of each working day in line with forward-planning by management.
- All team members are expected to wear clean, branded uniform at all times (provided free-of-charge by GHC).
- Wear Personal Protective Equipment (PPE) as required in accordance to internal procedures and general good practice. PPE is provided free-of-

charge, but GHC team members can buy and wear their own with approval from management.

- Responsible for ensuring safe and tidy storage, sorting and disposal practices at all times both in the yard and at clearances.
- There is an expectation to communicate with colleagues & customers in a positive, productive way.
- The Clearance Operative will need to be highly flexible and may be required, at short notice, to change their expected daily tasks, with support from management.
- The Clearance Operative will be required to ensure the vehicles are cleared out and left tidy at the end of each day, and for the general maintenance of all GHC tools, assets, and property.
- The Clearance Operative will be honest and transparent and will be expected to strictly adhere to company policies and practices around discovery of valuable items and cash.
- The Clearance Operative will adhere strictly to health and safety procedures and report any near misses or injuries to their line manager – which will be noted in the health and safety book.
- The Clearance Operative will be expected to do their best, be willing to listen and learn. This role requires someone who can work under their own initiative and well within a team.
- While this position carries no line-management responsibilities, the Driving Clearance Operative will need to make several key decisions every-day relating to the effective undertaking of tasks. This may involve leading collaborative discussions to delegate tasks among team members.

### **Person Specification:**

- Full UK Driving Licence (Can have some points but no bans on record - infringements to be checked with our insurers)
- Highly organised, with good attention to detail
- Strong people skills with a willingness to communicate.
- Physically capable with an appropriate level of strength and fitness
- Problem solving aptitude.
- “Can do” attitude, resilient and adaptable.
- Willingness to offer ideas, collaborate and contribute to the wider organisation community.

**To apply, email a CV and covering letter to [tim@ghclearances.co.uk](mailto:tim@ghclearances.co.uk) by 10/05/2024.**