

JOB DESCRIPTION

JOB TITLE:	Van Driver
LOCATION:	Blackburn
DEPARTMENT:	Retail
REPORTING TO:	Warehouse Driver Supervisor

Overall purpose of the role:

To provide support to our Retail Stores, responsible for ensuring timely delivery and collection of goods to and from customers, reviewing orders prior to delivery, loading and unloading vans and providing exceptional customer service to our supporters and donors.

Main duties and responsibilities:

Key Duties and Responsibilities

- To work to agreed van operation, organise and plan routes with a good knowledge of the North West.
- Ensure regular delivery of donated stock to shop managers including rotated stock.
- Record detailed information on collections and deliveries using collection books.
- Ensure Gift Aid sign up leaflets are attached to every house collection, and donors are encouraged to sign up.
- To post house to house collection sacks to agreed quantity routes when required.
- To collect and deliver furniture donations as required.
- To ensure all donations are processed with management.
- To work well alone using a good initiative and also work as part of a team.
- Plan and prioritize work schedule.
- Take good care of collected/delivered items ensuring they are kept in excellent condition.
- Ensure vehicle maintenance/housekeeping standards are recorded and health and safety checks are completed monthly

PERSON SPECIFICATION

	Essential	Desirable
Physical	<ul style="list-style-type: none"> • Comfortable with heavy lifting and manual handling. 	
Experience	<ul style="list-style-type: none"> • Excellent driving skills. • Experience of planning and organising routes. 	<ul style="list-style-type: none"> • Experience of working with volunteers. • Knowledge of Health & Safety within the Retail sector.
Skills	<ul style="list-style-type: none"> • Basic English and Math's skills. • Communicate effectively across a multi-site organisation. • Strong organisational skills. • Enthusiastic and have the ability to work with a team and the general public. • Excellent customer service skills. 	<ul style="list-style-type: none"> • IT literate.
Personal Attributes / Abilities	<ul style="list-style-type: none"> • Must hold a full driving license • Ability to manage time with conflicting priorities. • Open, adaptable, honest and reliable. 	