



Job Description

Post Title: Van and Driver
 Accountable to: Head of Retail.
 Location:
 Contract: Self- employed part time
 Hours: 2 day per week. Minimum.
 Rate: £7.20 per hour plus mileage allowance.

Main Purposes of the job:

Provide a cost effective logistical service to the area. Represent Life as an efficient and charitable organisation by ensuring that your actions reinforce Life's basis and values.

Key Responsibilities:

- As instructed by the Head of Retail and Retail Operations Manager, follow a van rota which effectively moves stock from Branch to Branch across area on a weekly basis.
- Planning an area for door to door collections to ensure maximum return and good quality collections.
- Posting and collecting door to door collection bags through letterboxes and collecting subsequent filled bags 4 days later.
- Maintaining an administration log.
- Being responsible for ensuring your own vehicle is maintained to a road worthy standard.
- Driving in a courteous manner.

General:

- Minimum 35 CWT van required.
- Ensure Shops receive deliveries and collections as directed.
- Ensure that valuables and fragile items are handled appropriately to avoid damage.
- Provide excellent levels of customer service when dealing with stores staff and volunteer external customers, agencies and local business.
- Fulfil record-keeping requirements.
- Day to day care and maintenance of vehicle.

STOCK

- Actively encourage donations from any source.
- Promote Gift Aid if collecting stock from the donating public.
- Support Area stock procurement initiatives.

HEALTH AND SAFETY

- Comply with Health and Safety regulations in relation to vehicle.
- To have adequate insurance covering public liability.
- As this role involves continuous manual handling of stock, in volume on a daily basis. It will require a reasonably high level of fitness and exertion, including carrying stock up and down stairs on a

daily basis. A LWB Transit van holds approximately 200 bags of 8Kg stock which you would be required to load and unload at various locations throughout the day.

- It will also involve moving, lifting, loading and unloading irregular boxes and small items of furniture. There will be a requirement to work in both confined and challenging spaces on occasions.

QUALIFICATIONS, EDUCATION, KNOWLEDGE

- Basic literacy or numeracy at a level to read and write simple messages, carry out simple calculations, instructions or maintain simple records.
- Able to read maps.
- Full clean driving licence.