# JOB DESCRIPTION

**Job Title**: Van Driver & Van Assistant

**Post Duration:** 12 Months

**Hours of work:** 14 Hours per week at National Living Wage

**Responsible To:** The Board of Directors

**Reporting To:** Operations Manager

**Responsible For:** None

**About Us:**

Join our dynamic team at the Community Reuse Shop, where we prioritise excellence and customer service. We are seeking a reliable and hardworking Van Driver and Van Assistant to support our operations.

**Position Overview:**

As a Van Driver, you will be responsible for the safe and timely delivery of goods to our customers while adhering to all traffic regulations and safety standards.

The Van Assistant will provide vital support in loading and unloading deliveries, ensuring efficient operations and outstanding customer service.

**Key Responsibilities:**

* Safely operate the company van to deliver and collect goods throughout the locality
* Load and unload products with the help of the Van Assistant.
* Maintain accurate delivery records and adhere to schedules.
* Provide excellent customer service while interacting with clients.
* Ensure the van is regularly maintained, cleaned, and equipped for deliveries.

**Requirements:**

* Must be 25 years or older (for insurance purposes).
* Valid UK driving license with no more than 6 points.
* Previous experience in a driving or delivery role is preferred but not essential.
* Good communication skills and a commitment to service excellence.
* Ability to lift heavy items and perform manual tasks.

**Interview Details:**

Interviews will be held on Tuesday 18th March and Wednesday 19th March.

**Start Date:**

Successful candidates will be expected to start during the week commencing Monday 24th March.

**How to Apply:**

If you are reliable, motivated, and ready to be a part of a great team, we would love to hear from you! Application forms available at [www.reuseshop.org.uk/jobs](http://www.reuseshop.org.uk/jobs) or a paper copy can be collected from the Community Reuse Shop.

**Closing Date:**

Closing date for applications is Thursday 27th February 2025 at 5pm.