

## JOB DESCRIPTION

Job Title:	Van Driver	Responsible To:	The Board of Directors
Post Duration:	26 weeks	Reporting To:	Project Worker
Hours of work:	21-28 Hours per week at £9.50 per hour	Responsible For:	All non-paid staff

Job Purpose: Working with the van driver's assistant you will drive the vehicle and collect and deliver heavy household furniture and white appliances from donors and to customers and move furniture within the warehouse and showroom. You will also undertake removals and clearance of properties for customers and collect other types of reusable materials as and when directed.

You will be responsible for overseeing our non-paid staff, providing encouragement and motivation to ensure they work as part of our team to maximise their potential and the return they provide to the company.

### Job Activities

1. Prepare for, organise and supervise volunteers, trainees and community service volunteers daily activities
2. Daily inspection of vehicle & associated equipment including organising servicing and repairs to ensure all Safety and Legal requirements are met & maintained
3. Delivering and collecting items of heavy furniture from and to our clients chosen addresses ensuring safe and proper loading and unloading of van to conform with Health & Safety guidelines and legal requirements
4. Ensuring items of heavy furniture for delivery meet the companies quality and standards for sellable items
5. Ensuring all donated items uplifted are of suitable quality and acceptable standard for resale or recycling
6. Ensuring all electrical items and items of soft furnishings uplifted meet the required Safety/Fire Safety regulations that are applicable
7. Portable Appliance Testing and recording results of tested items
8. To participate in and when available oversee the safe movement of stock and organisation of the warehouse and showroom in conjunction with trainees, volunteers and other staff within the same and other departments. This will entail moving of heavy furniture to and from areas of the premises in a safe and responsible manner following correct Moving & Handling procedures & requirements
9. To act at all times in a responsible and efficient manner and abide by all relevant Health & Safety requirements maintaining a safe and hazard-free working environment and observing all

COSHH and H&S regulations & guidelines when handling materials or operating machinery within the work place

10. To assist in the recording and logging of items received and sold as per the companies stock recording and item identification system – including gift Aid where applicable.

11. To supply up to date reports on activities to the Project Manager, co workers and customers as necessary. This will be verbal and written form.

12. To maintain good communications with work colleagues and customers

13. To actively contribute to the development of the company and promote the company and its services

14. To maintain confidentiality within the work place

15. Any other duties as is reasonably requested by line manager/project manager and is commensurate with duties of the post

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social enterprise aspect and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the numerous company policies applicable at any given time.

Terms and conditions are updated from time to time and in this event employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to implementation.