

Job Description

Job Title	Distribution Driver - Saturday
Salary Range	£23,809.50 (pro rata)
Location	Warehouse
Reporting to:	Donation Centre Manager

This position is to deliver required stock and equipment from the warehouse to the shops and to clear excess rubbish from them. To assist with the collection/delivery of donated goods. The post holder will report directly to the Donation Centre Manager. The jobholder is expected to conduct him or herself in a polite and helpful manner and be sensitive to the possibility that our donors may have suffered a recent bereavement.

1. Job Purpose and scope

To help raise funds for the Hospice by collecting and delivering donated goods and household items to sell in the shops to the general public, and by the provision of a general delivery/collection service to all the St Luke's shops and assist with the collection and disposal of rubbish.

2. Main Duties & Responsibilities

To collect excess rubbish from all the shops and the warehouse.

To collect donations from donors' premises and deliver to all shops and warehouse.

To ensure that goods collected comply with Trading Standards Regulations.

To maintain effective working relationships with managers, colleagues, paid staff, volunteers and community contacts in order to achieve business objectives and create a positive and happy atmosphere.

To report any accidents immediately they have occurred.

To ensure that the vans are kept clean both inside and out and to report faults as soon as they arise.

To assist in other duties as they arise.

General Duties & Responsibilities

To provide a courteous and helpful service to the public.

To comply with St Luke's Hospice Charity Shops procedures and policies.

To promote the work of the Hospice to the general public.

Training

Training will be given in all aspects of the position.

Attendance at training sessions elsewhere may occasionally be required.

Working Hours and Conditions of Employment

Hours as required to carry out duties, but are estimated at seven and a half hours per week. The working day is Saturday, but may be required during the week where necessary.

EQUAL OPPORTUNITIES

Comply with and promote St. Luke's Hospice Equal Opportunity Policy and avoid any behavior which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, color, nationality, ethnic or national origins, religion, disability, creed, class, gender or sexual orientation.

MISSION & CORE VALUES

All Hospice staff are expected to work in line with St Luke's Mission & Core Values as these precepts act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviors and attitudes of all employees as the work they undertake, whether it is direct or indirect care is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews.

OTHER

St Luke's Hospice is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore St Luke's Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

This job specification may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post holder. The post holder should be prepared to undertake any further duties that arise as the post develops. All members of nursing staff may at times be required to work in other parts of the Hospice, commensurate with the roles and responsibilities laid out in this job description.

Person Specification

Valid clean UK driving license.

Physically able to undertake heavy lifting, (training provided)

Good communication skills, friendly courteous style.

Previous van driving experience.

Experience of working with others as a team.

Experience of dealing with the public.

Be able to read and comprehend written instructions and complete forms.

Be able to read maps and follow directions.

Good organisational skills.

Commitment to equal opportunities.