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## **Job Description**

<b>Job Title:</b>	Casual Van Driver
<b>Hours of work:</b>	Casual Assignments (As and when required)
<b>Location of Job:</b>	Base: Bangor Charity Shop
<b>Salary:</b>	£12.21 per Hour
<b>Line Management:</b>	Reporting to Bangor Charity Shop Manager

### **Purpose of the role:**

To collect and deliver goods to and from Assisi Charity Shops in Bangor, Holywood, Newtownards, Newtownards Road, and the Assisi Animal Sanctuary in Conlig. To collect and deliver goods, from members of the public's homes and other agencies as directed. The job tasks will be completed within a set time frame whilst ensuring compliance with health and safety policies and procedures.

### **Key Responsibilities:**

- To promote and communicate Assisi Animal Sanctuary's aims, mission, policies, and work clearly and effectively.
- To ensure that all requests for collection and delivery are approached with care, efficiency and co-operation within agreed timescales.
- To collect donated goods, including items of furniture, from members of the public's homes and deliver to various retail locations following Assisi procedures.
- To deliver purchased goods, including items of furniture, to the homes of members of the public following Assisi procedures.
- To move goods between various shops as requested.
- To collect and dispose of rubbish from the retail shops and sanctuary in accordance with Health and Safety legislation.

- To make sure that vehicle checks are performed daily before and after use, and to escalate any issues to the Bangor shop manager.
- Responsible for ensuring the van is refuelled, clean and tidy for use.
- To report any incidents, accidents, or near incidents to the Bangor shop manager as soon as possible, following the correct guidelines.
- To attend meetings when requested from the Bangor shop manager.
- To undertake house clearances as directed by the Bangor shop manager or designated shop managers.
- To be able to work under own initiative, instruction from others, and as part of a team.
- Ensure all health and safety policies, procedures and legislation are adhered to.

The role is not exhaustive and can be amended at any time to suit the changing needs of the business.

### **Essential Criteria**

- Current full clean driving licence
- Two years' experience driving transit vans
- Two years customer service experience
- Excellent manual handling experience- lifting and carrying bags of donations and furniture
- Excellent health and safety awareness
- Excellent interpersonal skills including the ability to deal with the public, donors, and volunteers
- Reliable and Punctual
- Ability to remain calm and work accurately when under pressure
- Excellent organisational skills
- Excellent communication skills

### **Desirable Criteria**

- Manual Handling Certificate
- Two years' experience delivering furniture and donor stock in a charitable retail outlet
- Knowledge of gift aid
- Experience working with volunteers.