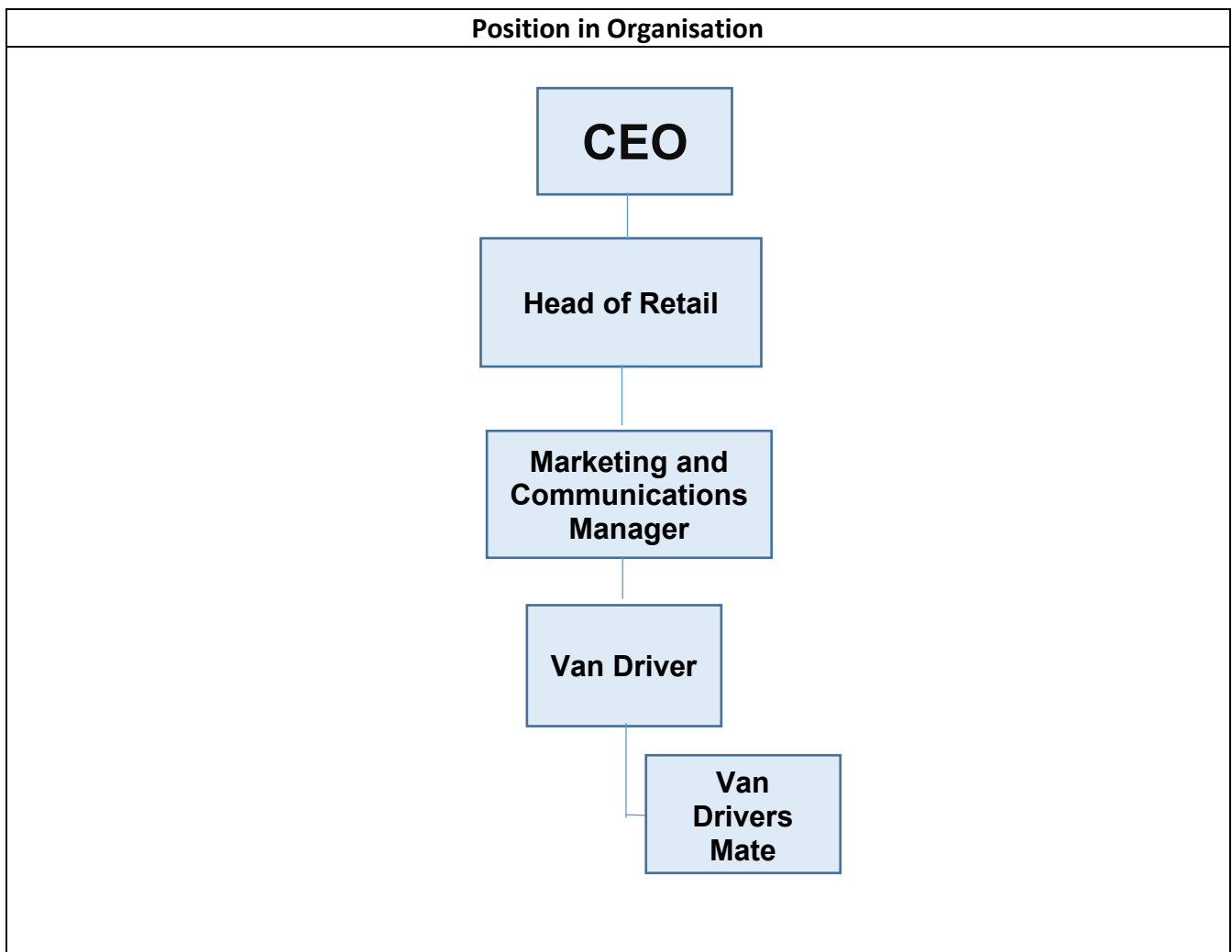


ALL ABOARD CHARITY SHOPS

Job Title:	VAN DRIVER
Location:	Warehouse
Reporting to:	Marketing and Communications Manager (on a day to day basis)
Department:	Retail
Job Purpose:	To collect donations and to transfer stock to/from the Warehouse and throughout the retail chain.
Working Hours:	35 hours per week (Monday to Friday) some flexibility may be required and occasional Sundays



Internal Contacts:	Retail and Head Office Teams (to include office, shops, warehouse staff and Health & Safety Consultant)
External Contacts:	Donors / General Public Trades persons/Contractors/Temporary Staff

Key Accountabilities		Tasks
Collections & Deliveries	1	To collect donations in a manner to act as an ambassador for All Aboard Charity Shops
	2	To deliver stock to the warehouse from donor's homes and to/from the retail units
	3	To clear rubbish from shops in the van, as required
	4	To work (when needed) within the warehouse assisting the warehouse staff, as required
	5	To assist in sorting of stock, as required
	6	To be aware of the working organisation of the retail units and warehouse and the function of other members of staff, in so far as it affects your role
	7	To offload stock from the van and fill the van as required.
Legislative Compliance	1	To ensure safe working practices are adhered to at all times
	2	To abide by all legal requirements regarding using a mobile phone whilst driving
	3	To advise of any issues that might affect safe working practice
Trading Standards and Health & Safety	1	To ensure collected donations meet Trading Standards requirements
	2	To work within the requirements of All Aboard Charity Shops' Health and Safety Guidelines
	3	To ensure vans are in a safe and road worthy condition, completing roadworthy check sheets as required. To ensure that vans are kept clean and tidy at all times.
	4	To drive in a safe manner and not to bring the profile of All Aboard into disrepute by poor driving or rudeness to other road users
Paperwork	1	Maintain accurate documentation of deliveries and collections in line with the organisation's policies and procedures
	2	Keep records of mileage, fuel consumption and other purchases for the vehicle
Security	1	To ensure security of All Aboard Charity's property and donations
Timekeeping	1	To be punctual
	2	To be committed to working further hours should there be unforeseen circumstances such as a major traffic jam
Annual Review	1	To participate in an Annual and other Employment Review
Training and Development	1	To attend training courses as required and team meetings
Requirement for a DBS Check	1	To agree to having a Disclosure and Barring Service (DBS) check
Mobile Phones	1	These will be issued to all drivers and you will be asked to take responsibility for these items on behalf of All Aboard.

Decisions / Recommendations

To determine whether donations are saleable, safe and meet Trading Standards. If there is problem, to refer back to Line Manager/Head Office.

To appease irate donors when stock is un-saleable and if donations are rejected.

To determine the most effective pickup/drop off route with the Line Managers at the beginning of a shift by way of route numbering.

To be responsible for ensuring the van is roadworthy.

To carry out a risk assessment on the collection of stock from donor's homes.

NB PLEASE NOTE THAT ALL OUR VANS ARE TRACKED SO ANY DEVIATION OF ROUTE WILL BE NOTED

Dimensions and limits of authority / influence)

To initiate minor repairs to vans (such as bulb replacement, advising the Line Managers of any and all such acts)

To directly line manage the Van Driver's Mate

Allocation / checking of work

Work is allocated by Line Managers

Work is checked via documentation given to the Line Managers

Physical effort

This role involves safe manual handling of heavy and awkward items (manual handling training will be provided)

The workload involves extensive bending, stretching, lifting and moving and is physically demanding

There is regular and extensive driving, incorporating dexterity, coordination and sensory skills

Working conditions

Private residences, variable and unknown

You may occasionally encounter dirty and pest infested conditions

Wearing of appropriate safety protective items / clothing as required for duties

Working outdoors in all weathers and temperatures

Qualifications, skills and knowledge required

Qualifications and/or Experience

Good standard of education to GCSE level or equivalent or qualified by experience

Experience of working in a client/customer contact driving delivery/collection role

Full clean driving licence, i.e. with no penalty points. We will need access to the DVLA records for verification of this.

Desirable

Knowledge of Trading Standards / Manual Handling

Stock handling experience

Experience of working with volunteers or as a volunteer
Experience of driving an electric van preferable (but training given if not)

Skills

Able to communicate confidently with a wide range of people and with sensitivity
Good interpersonal skills with the ability to interact and collaborate effectively with colleagues
Good communication skills with the ability to receive & give written & verbal instructions clearly
A team player who responds positively to change
Able to assess situations and respond appropriately
Able to manage tasks simultaneously, maintaining attention to detail
Customer service orientated
Ability to read maps

Knowledge

Good geographical knowledge of the London and Outer London area

Other Duties

To undertake any other reasonable request within your ability and within reason, as may be required from time to time, at the direction of your Line Managers.

Assistance

All Aboard Charity Shops have the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

Health and Safety

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire educational lectures as required.

CONFIDENTIALITY

You should be aware of the confidential nature of the Charity environment and/or your role. Any matters of a confidential nature, relating to, the organisation, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the charity in general.

AGREEMENT

Senior Manager's name _____ **Signature** _____

Job Holder's name _____ **Signature** _____

DATE AGREED _____

EA July 26