



Retail Driver

Job Summary

- Provide an efficient and effective service for the Hospice Retail operation, working to a daily schedule of collections and deliveries.
 - Effectively deal with the movement of stock, waste and paperwork between Hospice sites.
 - Efficiently work alongside other retail drivers, facilities, retail staff and volunteers.
 - Ensure that vehicles are safe and maintained with daily visual checks completed and additional checks undertaken in accordance with Hospice procedures using our Health & Safety system.
4. Be responsible for the day-to-day maintenance of vehicles including completion of the daily visual checks and weekly vehicle checklist. Ensure Hospice vehicles are left clean and presentable at the end of the day and that any vehicle defects and damage are reported promptly in accordance with Hospice procedures.

Main duties and responsibilities

Professional

1. Carry out deliveries and collections of furniture and goods over a wide geographical area, including the disposal of waste materials, as directed.
2. Be responsible for assessing the quality of goods collected including furniture and declining donations that are unsuitable for sale.
3. Assist with the collection and moving of stock, such as furniture between the shops and the Donation Centre (warehouse) on occasional weekends (including Sundays).

6. Be aware of the procedures to follow in the event of an accident, incident or breakdown including who to inform, completion of the necessary documentation and formal reporting on the Health & Safety system.

Other

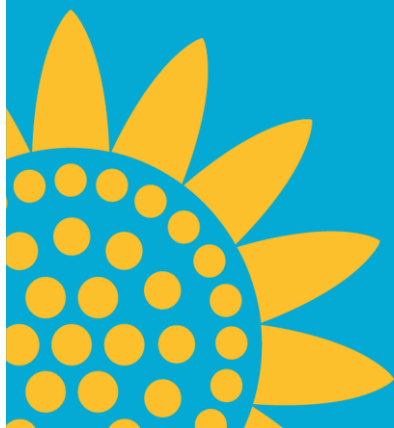
1. Attend all mandatory training or courses.
2. Attend any training or development required by the Hospice.
3. Read, understand and follow all Hospice policies and procedures.
4. Participate in the Annual Performance Review.



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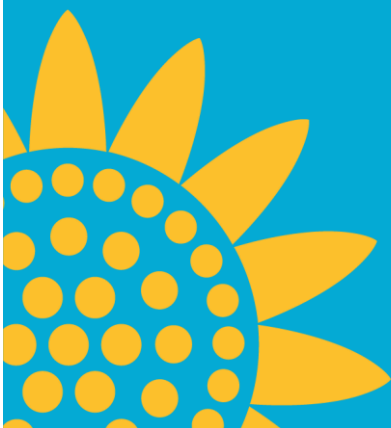
5. Positively promote, support and represent the Hospice especially within the community, and to maintain the philosophy, ethos and ambience.
6. Comply with and promote the Hospice's Equality, Diversity, Inclusion & Harassment policy.
7. Live and work in line with the Hospice's vision, mission and values.
8. Be aware of personal responsibilities and discharge these as defined by the Health & Safety at Work Act 1974.
9. Maintain strict confidentiality in all matters relating to the Hospice, its business, patients, staff and ethos.
10. Undertake any other tasks, duties or responsibilities as requested by your Line Manager or other Senior Manager, including the Board of Trustees and Chief Executive.

This Job Profile is an outline of responsibilities and will be subject to review with the postholder in light of the changing needs of the post and Hospice.





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Person Specification

Requirement	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Manual handling training
Experience & Skills	<ul style="list-style-type: none"> Competent and experienced driver Good general driving skills including navigation and manoeuvring Experience of driving a variety of vehicles including large vans Knowledge and understanding of manual handling Good customer service skills 	<ul style="list-style-type: none"> An understanding of vehicle safety and maintenance checks Experience of collecting and delivering goods
Communication	<ul style="list-style-type: none"> Proven interpersonal skills Ability to be sensitive and empathetic Ability to communicate at all levels within the Hospice and community 	
Personal	<ul style="list-style-type: none"> Ability to work within a team and alongside specific drivers as a pair Ability to lift heavy items Enthusiasm Ability to manage time and prioritise tasks Honest and trustworthy A professional approach Courteous and respectful to others Self-motivated Flexible to the changing needs of the post, often at short notice and willingness to take on additional tasks 	
IT	<ul style="list-style-type: none"> Good basic IT skills Knowledge of Microsoft applications (Word, Excel, Powerpoint, Outlook) 	
Other Requirements	<ul style="list-style-type: none"> Be prepared to assist with Hospice fundraising activities Holder of full, valid UK driving licence Basic DBS Check 	<ul style="list-style-type: none"> Good geographical knowledge of York and the surrounding area



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You must be able to demonstrate how you meet the essential or desirable requirements in your application form, supporting statement, documentation or evidence, interview presentation or during interview

