

JOB DESCRIPTION

JOB TITLE: Van Driver/Warehouse Assistant
BASED AT: Home & Furniture Store, Kiln Farm
RESPONSIBLE TO: Home & Furniture Store Manager
HOURS: 36 hours per week on a rolling Monday-Sunday rota
RATE OF PAY: £9.15 per hour

PURPOSE:

The main purpose of the Home & Furniture store, and those who work in it, is to generate income that can help fund the services provided by Age UK Milton Keynes for older people in and around Milton Keynes.

Duties will be a mixture of van driving, warehouse duties, delivering furniture and household goods to customers and collecting donated goods from donors. Working in the office and on shop floor when required.

RESPONSIBILITIES:

When driving

- Assess premises for risk and decide whether goods can be delivered / collected safely.
- Choose the most economic route for each collection / delivery trip and assess the loading arrangement and fastenings to ensure goods are carried safely and in good condition.
- In consultation with other staff, assess quality and condition of donations and decide whether they will be accepted.
- Carry out daily and weekly vehicle checks and completing log sheets.
- To supervise and help with all loading and unloading operations and ensure all items carried are secured to prevent any personal injury and/or damage to merchandise or the vehicle.
- Carry out collections and deliveries as instructed by the Home & Furniture Store Manager, ensuring no damage is done to customers' premises.
- Report immediately to Home & Furniture Store Manager any accident, damage to vehicle, mechanical or other defect noticed and complete a defect or accident form as appropriate.

Warehouse/Shop Floor

- To help keep the furniture store stock, clean and well-presented.
- Help customers both on the shop floor and with donations
- To check that donations meet with required safety standards and are in sufficiently good condition to be suitable for resale.

GENERAL

- During the course of work, to give priority to the health, safety and welfare of staff, volunteers and the public.
- To ensure that Age UK Milton Keynes' reputation is protected by ensuring all members of the van crew treat customers and donors, and their property, with courtesy and respect.
- To ensure that all activities are carried out in harmony with Age UK Milton Keynes' mission and the core values of the charity.
- To ensure that all duties are performed in compliance with Age UK Milton Keynes' Health and Safety policies and procedures.
- To carry out other tasks within Age UK Milton Keynes that may be required and that are within the post holder's capabilities.
- To ensure a high standard of driving, conduct and personal appearance.

PERSONAL SPECIFICATION

Essential

- A clean driving licence and the ability to drive 3.5 tonne van.
- Able to move and handle heavy items.
- Good customer service and interpersonal skills.
- Flexible and adaptable to change.
- Able to lead and motivate a small team.
- Good standard of literacy.
- Knowledge of the geography of Milton Keynes and the ability to read a map.
- Must be able to work weekends as and when required.

Desirable

- Experience of working in a similar position.
- Knowledge of used furniture.

SPECIAL FEATURES:

- To undertake other tasks within Age UK Milton Keynes as may be required from time to time
- Flexible working hours that will include working some Saturdays, Sundays and Bank Holiday when required.

Probation 6 months

Equal Opportunities & Wellbeing

We encourage every one of our Employees to be who they are in a role they feel at home in, and we actively prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, or any other protected characteristic.

It's important to us to make sure that we don't just look for new talent to 'fit in' with our culture, but instead, we look for incredible talented colleagues to 'add' to our wonderful culture.