

## **JOB DESCRIPTION**

<b>POST TITLE</b>	Care Zone Driver
<b>DEPARTMENT</b>	Community Action
<b>TEAM</b>	Care Zone
<b>RESPONSIBLE TO</b>	Care Zone Manager
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>WORKING HOURS</b>	19½ hours a week.  9.00am – 2.00pm Monday, Tuesday and Thursday. 9.00am – 1:30pm Friday.
<b>SALARY</b>	£11,600 per annum (Full Time Equivalent £23,795 per annum for 40 hours per week)

### **JOB PURPOSE**

- Drive the Care Zone van to deliver furniture, and household goods to clients, providing high quality customer service.
- Collect donated stock from individuals and local businesses.
- Support the Care Zone Manager and Warehouse Supervisor to organise deliveries to ensure the free flow of goods in and out of the Care Zone.
- Represent Care Zone and KingsGate Community Church to all members of the public and volunteers.
- Work with the Care Zone team to create a safe, nurturing and encouraging environment for all volunteers.

### **KEY ACTIVITY**

1. Operate the Care Zone van in a safe and legal manner.
2. Work with the 2<sup>nd</sup> staff driver in organising schedules for the collection and delivery of furniture to clients, plan delivery routes and times to make the best use of the Care Zone van and the time allocated.
3. Ensure excellent customer service and communication to all Care Zone clients, donors, and members of the public.

4. Be responsible for and assist with the loading, unloading, and moving of furniture.
5. Be responsible for assessing the condition of any furniture collected and make a decision as to whether Care Zone can pass the furniture onto clients.
6. Oversee and motivate the collection/delivery volunteers whilst they are on the van.
7. Help to train, integrate, and support new volunteers.
8. Ensure road worthiness of the Care Zone van at all times. This includes basic oil, tyres, brakes and lights checks before using the van each day.
9. Keep an accurate record of daily mileage covered.
10. Attend Monthly 1:1 meetings with the Care Zone Manager.
11. To be flexible and willing to do overtime outside of contracted hours, occasional evenings and weekends when required to deliver/collect furniture.
- 12. Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
- 13. Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
- 14. Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
- 15. Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training and ensuring any incident is reported immediately.**
- 16. Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**

- 17. Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
- 18. Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
- 19. Comply with health and safety requirements.**
- 20. Adhere to the vision and values of KingsGate.**
- 21. Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All Staff Members at KingsGate have the activities shown in bold included within their job description.

**This job description was reviewed by the Care Zone Manager in February 2024.**