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| Position | Bank Retail Driver |
| Department | Retail - Distribution Centre |
| Reports to | Distribution Centre Manager |
| Direct report(s) | None |
| Pay band | Band 1 |
| DBS check | Not applicable |

VISION, MISSION AND VALUES

Our Vision

A community where people live and die well according to what matters most to them. Everyone affected by life-limiting illness has access to our expertise.

Our Mission

Providing the right care, in the right place, at the right time, to everyone who needs us.

Our Values

They are at the heart of our organisation and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **Compassion** - We show everyone empathy, kindness and respect.
- **Integrity** - We do the right thing, no matter how challenging.
- **Accountability** - We take responsibility for our actions and outcomes.
- **Excellence** - We strive to be outstanding and aim to exceed expectations.
- **Inclusivity** - We welcome and respect everyone.

ROLE PURPOSE

Working as and when required to effectively support the retail shops, distribution centre, and customers in all day-to-day logistical movement of stock activities.

Focusing on continuous customer communication, satisfaction and positive engagement.

PRIMARY DUTIES AND KEY RESPONSIBILITIES

- Logistical lifting and moving of furniture, homeware and fashion
- Ensuring vehicles are safe to drive, kept clean and faults are reported to a senior member of the team
- Safely moving furniture and heavy goods into customer houses alongside the House Clearance Manager and retail premises, taking care to cause no damage or injury
- Ensuring that all items of rubbish including discarded furniture are neatly stored each day in the appropriate place and regularly cleared and safely taken to the tip/metal recycling facility etc.
- Working with the volunteers sorting in the warehouse
- This role involves heavy lifting and the post holder has the responsibility to take reasonable care of themselves and others in relation to risk, health and safety and will be required to work within the appropriate policies and procedures.

PERSON SPECIFICATION

| Qualifications, skills, experience and knowledge | Essential | Desirable |
|---|-----------|-----------|
| A full, clean driving licence to include at least Category B | • | • |
| Experience of driving a large vehicle, e.g. Luton Vans up to 3.5t | • | • |
| Ability to get in and out of a van quickly and multiple times throughout the day | • | • |
| Determination to put safety first, with a good understanding of road safety and manual handling regulations | • | • |
| Excellent customer service and communication skills | • | • |
| Previous experience with driving a van or carrying out deliveries | • | • |

Personal qualities **Essential** **Desirable**

| | | |
|--|---|---|
| Self-motivated, reliable, efficient and flexible | • | • |
| Honest and trustworthy | • | • |

JOB DESCRIPTION ADDENDUM

Other Duties

You are required to undertake other duties appropriate to your job grade as may reasonably be required of you. The list of responsibilities is, therefore, not exhaustive or exclusive. The Trust reserves the right to update your job description to reflect changes in your job role.

Right to Work

To be employed in this job role, you must have the right to work in the UK and have provided the necessary documentation.

Policies and Procedures

In addition to your professional code of conduct, you must familiarise yourself with, and adhere to St Peter & St James policies and procedures, accessed via our intranet.

You must undertake relevant compulsory training, (including e-learning modules) as required to fulfil your post requirements and comply with statutory regulations.

When managing staff and or volunteers, it is your responsibility to ensure your team is aware of and understands the policies and procedures relevant to their work, and are compliant with compulsory training requirements.

Information Governance and Confidentiality

Employment by St Peter & St James often involves access to personal information relating to patients, carers, staff, volunteers and supporters. This information is confidential, and you can not disclose this to anybody, other than when acting in an official capacity.

Non authorised use, access of records or disclosure of personal or confidential information is a dismissible offence. In the case of computerised data could result in prosecution for a crime or action for civil damages under the Data Protection Act 1998.

Safeguarding and Mental Capacity Act

All employees have a responsibility to safeguard and promote the welfare of adults. All safeguarding concerns must be recognised and acted on appropriately in line with the policies and training. You must ensure you always act in the best interests of any person lacking mental capacity.

Equality, diversity and Inclusion

The Trust is committed to equality for everyone, and diversity is valued, respected and embraced. We are committed to eliminating any form of discrimination and require you to familiarise yourself with our Policies and Procedures and ensure you conduct yourself in a manner which supports our commitment to equality, diversity and inclusion of all.

Health and Safety at Work Act

You have a personal responsibility to take care of your health and safety and that of others who may be affected by your actions at work. Please ensure that you observe all Health and Safety procedures, and carry out your role as instructed.

Infection control

All employees have personal responsibility for Infection Prevention and Control practice. You should ensure you are familiar with, and comply with, all relevant Infection Control policies and training for minimising the risk of avoidable ‘Health-Care Associated Infection’.

Conduct

Employees are ambassadors for St Peter & St James, each responsible for promoting, maintaining and upholding St Peter & St James’ reputation at all times in line with our values.

I have read and understood the role and responsibilities detailed in this job description. I also appreciate this outline is to provide an overview of the duties of the position and that as the job holder, I need to work flexibly, responding to organisational needs and changes as they occur.

Employee’s signature Date