



## JOB DESCRIPTION - DRIVER

1.	<p><b>JOB TITLE:</b> Driver</p> <p><b>REPORTS TO:</b> Retail Distribution Centre (RDC) Manager</p> <p><b>ACCOUNTABLE TO:</b> Retail Regional Manager</p> <p><b>DEPARTMENT:</b> Retail</p> <p><b>PLACE OF WORK:</b> Principal base - RDC</p> <p><b>Hours/Working Pattern</b> 16 -24 hours to be agreed. (fixed term for 6 months)</p>
2.	<p>Lindsey Lodge Hospice provides specialist palliative care to patients with life-limiting conditions and support their family and carers during illness and into the bereavement period. We aim to develop the highest quality of care in North Lincolnshire, meet individual needs and facilitate choice. Our values are:</p> <ul style="list-style-type: none"> <li>- Caring, compassionate, facilitating choice</li> <li>- Acting with professionalism and respect</li> <li>- Responsive to the needs to our patients, families and carers</li> <li>- Excellence in all that we do</li> </ul>
3.	<p><b>JOB SUMMARY:</b></p> <ol style="list-style-type: none"> <li>1. Undertake driving duties with Lindsey Lodge Hospice vehicles in a capacity agreed with the Retail Distribution Centre Manager - normally as a collection/delivery service to the RDC including Furniture and heavy bulky items.</li> <li>2. Assist in dealing with house clearances, packing and transporting goods as directed by the Retail Distribution Centre Manager.</li> <li>3. Ensure that the Hospice vehicle under your control is in a roadworthy condition and that any damage or defects are reported immediately to the RDC Manager.</li> <li>4. Carry out and comply with health and safety precautions, procedures and safe systems of work as indicated by the RDC Manager.</li> </ol>

**4. MAIN RESPONSIBILITIES:**

1. Work closely with the team of paid and unpaid staff in providing a vehicle and transport service as indicated by the Retail Distribution Centre Manager.
2. Agree and follow at all times agreed retail principles and procedures
3. Follow all verbal and written instructions, and embrace developments and changes to the RDC and transport operations with a positive attitude.
4. Observe the Hospice values
5. Be responsible for promoting and capturing gift aid when carrying out any collections of donated goods.
6. Report immediately to the Retail Distribution Centre Manager any findings of cash or valuable items amongst goods donated to the Hospice during the course of duty.
7. Maintain daily work records for checking by the RDC Manager.
8. Undertake weekly routine cleaning of the retail vehicles to ensure they are clean and tidy, both internally and externally at all times.
9. Maintain a full driving licence and report any road traffic infringements to the RDC Manager.
10. Be aware of and comply with the Health and Safety rules, policies and procedures stated within the Lindsey Lodge General Policy on Health and Safety as defined in the Lindsey Lodge Hospice Employee Handbook and up to date policies.
11. Be responsible for the security and safety of all stock/paperwork transported in your vehicle.
12. Be responsible for safe delivery of goods and careful handling of property and premises belonging to both the Hospice and the general public.
13. Continually use all available stock protection material/equipment, in order to minimise any damage or soiling to goods being transported.
14. Supervise any volunteer or bank worker working alongside you in your vehicle.
15. Represent the Hospice in a professional manner, demonstrating effective communication at all times.
16. Attend relevant training courses, as defined by the RDC Manager
17. Attend meetings as requested by the RDC Manager.

Undertake any other relevant duties as may be required from time to time by the RDC Manager within any other areas of the Organisation.

N.B. This job description may be amended in consultation with the post holder in the light of on going changing Organisational needs.

**5. HEALTH & SAFETY:**

All employees have a duty of care towards themselves and others in relation to the Health and Safety at Work Act 1974. As such your duties will include:

1. Making yourself familiar with our health and safety policy.
2. To abide by the above mentioned general health and safety rules, procedures and responsibilities at all times.
3. No action is to be taken by you which could threaten the health and safety of yourself, other employees or other persons.
4. At all times to report any unsafe conditions, or acts.
5. To undertake any training as required by the Organisation, that may help you achieve the above responsibilities.

<b>6</b>	<b>PERSON SPECIFICATION - ESSENTIAL CRITERIA</b>
	<ol style="list-style-type: none"> <li>1. Held a full, clean driving licence for a minimum of two years with experience of driving Transit Luton/minibus size vehicle (3.5ton vehicle).</li> <li>2. Able to work on own initiative.</li> <li>3. Able to work positively within a team.</li> <li>4. Good working knowledge of Scunthorpe and the surrounding area.</li> <li>5. Good communication skills.</li> <li>6. Must be of smart appearance.</li> <li>7. Must be able to undertake heavy manual handling operations.</li> <li>8. Excellent Customer Service skills.</li> <li>9. Ability to embody and live the hospice values:</li> </ol>
<b>7.</b>	<b>DESIRABLE CRITERIA</b>
	<ol style="list-style-type: none"> <li>1. Basic knowledge and understanding of Health &amp; Safety at Work.</li> <li>2. Knowledge of Trading Standards.</li> <li>3. Experience of working in a caring environment.</li> <li>4. Experience of working with volunteers</li> </ol>

## 8. Additional information

F= frequently, S = seldom, R = rarely, N = never					
		F	S	R	N
Physical Effort	Nature, frequency and duration of physical effort <ul style="list-style-type: none"> <li>• Moving and handling goods or equipment of all sizes and weights</li> <li>• Frequent walking, standing and kneeling</li> </ul>	*			
Mental Effort	Nature, level and frequency of effort <ul style="list-style-type: none"> <li>• Frequent concentration for both predictable and unpredictable workload</li> <li>• Ensuring effective communication</li> <li>• Constant interruptions and demands on time management</li> <li>• Assess changing situations and act accordingly</li> <li>• Supervision of junior staff and prioritising workload</li> <li>• Requirement to keep updated personally and professionally</li> </ul>	*			
Working conditions	<ul style="list-style-type: none"> <li>• Dealing with violence or aggression from public</li> <li>• Dealing with bodily fluids</li> <li>• Lack of equipment or resources</li> <li>• Handling highly unpleasant chemical substances, some hazardous to health</li> </ul>		*	*	*