

## Job Description: Van Driver & Warehouse Worker

The Van Driver & Warehouse Worker will report to the Hawick Shop Manager.

Contract: Initially for one year, with the opportunity for the post to become permanent.

Hours: 28 hours per week (Tuesday to Friday)

Rate £12.60 per hour (linked to Living Wage Foundation, reviewed every January).

### Role:

At a basic level, the role of the Van driver is to enable the safe and timely collection and delivery of goods donated to, and sold by, Home Basics. The Van Drivers are effectively ambassadors for the charity and thus must be mindful of their attitude and behaviour at all times. They will also assist with the support of warehouse staff in the storage, movement and management of the furniture stock.

The post requires some flexibility in times as the van schedules can vary from day-to-day. This is a physically demanding job, and drivers should have a good level of fitness.

In addition, drivers are sometimes required to supervise volunteers who are assisting on the van, ensuring that they operate within Health & Safety guidelines and that their behaviour reflects the standards and values expected of all Home Basics personnel.

The role of Van driver involves the following key tasks.

- Checking the schedule to plan the most efficient route for the day's work.
- Checking on vehicle condition and reporting any faults.
- Entering customers' homes with minimal upheaval, and avoiding any damage to purchased goods or private property.
- Assessing the quality of furniture prior to uplifting to ensure that it is reusable.
- Assisting in the movement of furniture within the depots.
- Obtained signed paperwork, and passing this to depot staff in good order.
- Loading and securing goods on and off the van.
- Maintaining the van to a high standard of cleanliness and tidiness.
- Assisting with the reliable provision of van cover by communicating with volunteers, staff, and other drivers.
- Provide guidance and support to van volunteers.
- Participation in planned training opportunities as requested.
- To participate with all staff and volunteers in enabling Home Basics to provide an efficient and effective service to our customers.
- To support and work towards the agreed aims and objectives of the charity.

### Key Responsibilities

- To ensure that all deliveries and collections are achieved as planned, and on time.
- Safety and security of the van and all its accessories.
- Health and safety of self and others.
- Safe handling of furniture to avoid damage and injuries.
- The safety of van volunteers.

## Person Specification

### EDUCATION

- Good Maths and English.

### SKILLS

#### ESSENTIAL

We require all our drivers to:

- Maintain a positive attitude to their work.
- Have a strong problem-solving approach.
- Be punctual.
- Have excellent driving skills holding a full, current UK drivers' licence with less than 3 points.
- Be reliability and trustworthy.
- Be polite and courteous with customers, staff, and volunteers.
- Being able to work under pressure.
- Have a clean, smart appearance.
- Be aware of Health and Safety procedures for lifting and handling furniture.
- Be able to meet deadlines.
- Have good communication skills.
- Have a good sense of humour.

#### DESIRABLE

- Have good knowledge of local routes and geography.
- Have good IT abilities.

### EXPERIENCE

#### ESSENTIAL

- Driving vans -3.5T

#### DESIRABLE

- Van loading and securing loads.
- Working in a customer-service environment.

### ADDITIONAL REQUIREMENTS

- For insurance purposes, all drivers **must be over 25 years of age**.
- Drivers may need to undertake PVG checks if they are working with protected adults.
- Two references must be provided.

**Closing Date : Sunday 14<sup>th</sup> September 2025**

**Start Date: ASAP**