



## JOB DESCRIPTION and PERSON SPECIFICATION

### 1. JOB IDENTIFICATION

Job Title: Driver / Warehouse Person

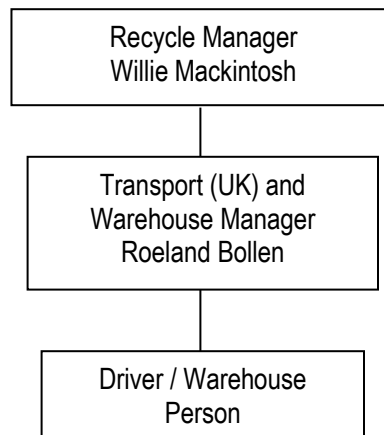
Department: Operations

Place of Work: Harbour Road, Inverness

### 2. JOB PURPOSE

To carry out collections and deliveries as required. Also to assist in the warehouse, as directed by the Harbour Road Shop Manager or Assistant Shop Manager, to sort out stock from donations received.

### 3. ORGANISATIONAL POSITION



### 4. ORGANISATIONAL OBJECTIVES

Based in the Highlands of Scotland, Blythwood Care is transforming the lives of children and adults in Europe, Africa and Asia. Education is one primary goal, giving disadvantaged children and young people the opportunity to fulfil their potential. Community is another, with projects that extend help to people marginalised by poverty or prejudice.

Both are practical expressions of the Christian beliefs which have motivated this organisation for more than 50 years. Blythwood shares the gospel at every opportunity, believing that it is for everyone – *For God so loved the world, that he gave his only son, that whoever believes in him should not perish but have eternal life.* (John 3:16) Blythwood assists Christians and non-Christians alike, believing that everyone is precious in God's sight.

## 5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

### Job Related

- Driving - local collections of goods and shop deliveries as defined by daily manifest
- Follow Gift Aid procedures
- Loading/Unloading/Storing and moving goods between Blythswood shops as required
- Lifting bags, boxes and sacks of donated and sorted goods
- Identifying saleable / reusable items and waste items from goods donated
- When not collecting or delivering, tasks to be directed by the Harbour Road Shop Manager and / or Assistant Shop Manager
- Palletising materials and loading lorry trailers efficiently
- General warehousing/stock control/waste management including collection of cardboard boxes, waste deliveries to Suez, Inverness
- Liaising with public in a customer focused manner
- Carrying out vehicle checks for maintenance and record vehicle mileage and driving hours
- Working with colleagues and volunteers who assist in the collections and deliveries and in the shops
- Minimising waste and maximising reuse and recycle at all times

### Staff Related

- Co-operation with colleagues and management in order to get the work done safely/timeously.

### Standard Responsibilities

- Maintaining good housekeeping within your work area
- Reporting problems, issues, accidents or incidents to your Manager
- Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
- Identify training needs to your Manager
- Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area in which you are working is safe for yourself, for other workers and visitors to the warehouse.

## 6a. EQUIPMENT AND MACHINERY

In the course of your job you may be operating a

- Organisation delivery van/lorry up to 7.5 tonne
- Digital Tacograph card
- Fork Lift
- Specialised machinery
- Pallet Trucks
- Balers
- Pallet Wrapper
- Scales
- Satellite Navigator

## 6b. SYSTEMS

- Paper based - (Collections Information Sheets)
- Mobile Phone

## 7. ASSIGNMENT AND REVIEW OF WORK

- Work under supervision of the Transport and Warehouse Manager
- Annual Performance Review
- Regular team meetings

## 8. COMMUNICATIONS AND RELATIONSHIPS

### Within the Organisation

- Operations Manager
- Recycle Manager
- Transport and Warehouse Manager
- Shop Manager / Assistant Manager
- Head Office Warehouse and Administration Staff
- Blythswood Volunteers

### Outwith Blythswood

- The general public

At all times present a professional image to the public, corporate contacts, clients, volunteers and other employees.

## PERSON SPECIFICATION

Training is provided and ongoing in all aspects of the position.

## 9. QUALIFICATIONS

Essential	Clean Driving licence Manual Handling Certificate
Preferred	Fork Lift Certificate

## 10. EXPERIENCE/COMPETENCE

Essential	Digital Tachograph card General warehouse experience Manual handling Dealing with the general public Palletising Loading and unloading goods from vehicles Receiving goods into storage Assembling, lifting and transferring good for loading trucks Recording vehicle mileage and driving hours Vehicle checks for maintenance Maintaining security of high value goods
Preferred	Storing goods for resale or recycle Maintaining safety of high risk goods

	Stock control systems
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**11. SKILLS/KNOWLEDGE**

Essential	Ability to work independently and as part of a team Good communicating and liaising skills e.g. Liaising with public in a customer-focused manner Health and Safety Awareness Adequate numeric skills
Preferred	

**12. OTHER REQUIREMENTS**

Exceptional ability to relate to and develop constructive relationships with people from all backgrounds  
Ability to inspire, motivate and instruct others  
Ability to remain focussed under pressure  
Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation  
Scrupulous personal hygiene and professional appearance

The list of main tasks, responsibilities and duties in Section 5 is not intended to be exhaustive. It highlights major tasks of the post. It may be necessary for the Driver Warehouse Person to undertake additional duties which might reasonably be expected within the post and which form part of the function of the post.

All Job Descriptions will be subject to review on an annual basis or as a result of

- A change of strategic management
- Changing team/operational requirements
- Agreed staff development and appraisal needs and objects

**13. JOB DESCRIPTION AGREEMENT**

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.	
Job Holder's Name (please print): .....	Date: .....
Job Holder's Signature: .....	
Line Manager's Name (please print): .....	Date: .....
Line Manager's Signature: .....	