

Lifeline Harbour to Hawkesbury Sydney

Position Description

Job title: Van Driver

Location: Gladesville

Reports to: Retail Manager / Facilities & Logistics Manager

Position Summary

Van Driver is a permanent part time position.

The key objectives of the role:

- To collect and deliver items and donations related to LLH2H retail business at any of the shops
- To unload collected goods at the warehouse
- To remove waste items and keep the warehouse and bin areas clear of rubbish
- To observe all WHS requirements and maintain the van in good working order
- To carry out other duties as requested by the Retail Manager / Facilities & Logistics Manager
- To be a positive face for Lifeline within the community

Key Accountabilities	Tasks
Collection and delivery	<ul style="list-style-type: none"> • Drive the van to LLH2H bins located in the LLH2H catchment area • Collect donated goods from the bins and unload goods at Asquith warehouse • Deliver product to each of the retail shops • Pick up returns from shops each week and deliver to warehouse • Assist retail shops by picking up and delivering donated items of furniture as needed • Drive to Gordon office weekly to pick up (and drop off) goods and folders to be taken to the shops • Meet all delivery and pick up tasks in a timely manner • Load van at warehouse and deliver warehouse stock to purchasers
Removal of waste	<ul style="list-style-type: none"> • Dispose of waste items at the warehouse each morning in bins at the warehouse door • Keep areas around clothing bins clear of rubbish as each bin is cleared • Dispose of rubbish that has been inappropriately dumped at or in LLH2H bins • Take excess rubbish to local tip
Safety & maintenance	<ul style="list-style-type: none"> • Drive in a manner that is safe and courteous • Ensure WHS requirements are met as set out in WHS folder in the van • Wear high vis vest, safety shoes and gloves while on duty • Check vans for oil and water each week and report any faults

	<ul style="list-style-type: none"> • Ensure to conduct a weekly safety check of the vehicle using the documented Vehicle Check procedures as a guide • Keep vans clean and supplied with fuel at all times
Other duties	<ul style="list-style-type: none"> • Assist as required with Book Fairs e.g. driving from book depots to book fair venues, help with book fair set-up etc. • Prepare books for transport to Hornsby and Lindfield Book Depots • Bag and store product for disbursement e.g. for on selling, or disposal • Carry out other tasks as directed by Retail Manager or Facilities and Logistics Manager
Communication & relationships	<ul style="list-style-type: none"> • Show courtesy and respect at all times, particularly in relation to concerns of members of the public over bins or their contents • Keep Retail Manager or Facilities and Logistics Manager informed of any issues with bins • Maintain good relationships in the community • Change bin locations when needed and requested by Retail Manager and/or Facilities and Logistics Manager

Core Competencies

Demonstrates a positive approach

Demonstrates energy and enthusiasm; shows motivation and interest in the shop and the community; takes a positive and constructive approach to problems

Quality orientation

Aims to do a good job at all times; ensures completing all required tasks in a timely manner; takes pride in work; makes proactive suggestions about any aspect of their role

Builds positive working relationships

Establishes good interpersonal relationships with others by working collaboratively; shows understanding of others' views

Shows respect

Treats everyone with respect even when faced with a confronting situation; maintains a calm and understanding manner

Contributes to team success

Takes part in activities to help the team be successful; contributes ideas; works well in a team

Technical competencies**Essential**

Note: this role is physically demanding and requires a level of fitness

- An unrestricted and current NSW Drivers Licence

Qualifications & Experience**Desirable**

- Working for a charity organisation
- Some experience with working with volunteers

Manager name: _____ Signature: _____

Staff member: _____ Signature: _____

Date: _____